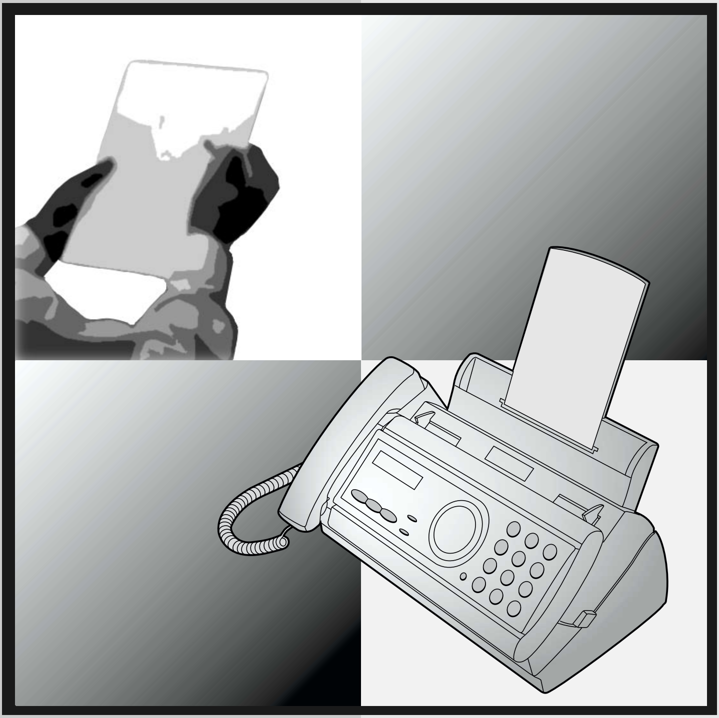
SHARP

香港電器安全規格
（國際電工委員會規格適合）

MODEL 型號

FO-P600



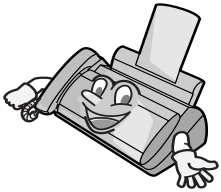
FACSIMILE
OPERATION MANUAL

傳真機
操作手冊

1. Installation
2. Sending Faxes
3. Receiving Faxes
4. Making Copies
5. Answering Machine Connection
6. Special Functions
7. Printing Lists
8. Maintenance
9. Troubleshooting

1. 安裝
2. 傳送傳真
3. 接收傳真
4. 複印
5. 留言機的連接
6. 特殊功能
7. 打印清單
8. 維護
9. 故障排除

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	30 numbers
Imaging film	**Initial starter film** (included with machine): 50 m (approx. 150 A4 pages) **Replacement roll** (not included): **FO-6CR** 50 m
Memory size*	448 KB (approx. 24 average pages)
Modem speed	9,600 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 15 seconds
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	10 pages max. (A4, 80 g/m^2 paper)
Recording system	Thermal transfer recording
Halftone (grayscale)	64 levels
Compression scheme	MR, MH, H2
Paper tray capacity (60 - 80 g/m^2 paper)	Approx. 50 A4-size sheets (at room temperature; maximum stack height should not be higher than the line on the tray)

*Based on Sharp Standard No.1 Chart at standard resolution is Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 210 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 210 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	204 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M. (Note: A.M. mode is for connecting an answering machine)
Copy function	Single / Multi (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	5 - 35°C
Humidity	25 - 85% RH
Power consumption	Standby: 2.5 W Maximum: 110 W
Dimensions (without attachments)	Width: 327 mm Depth: 193 mm Height: 163 mm
Weight (without attachments)	Approx. 2.8 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 220 - 240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

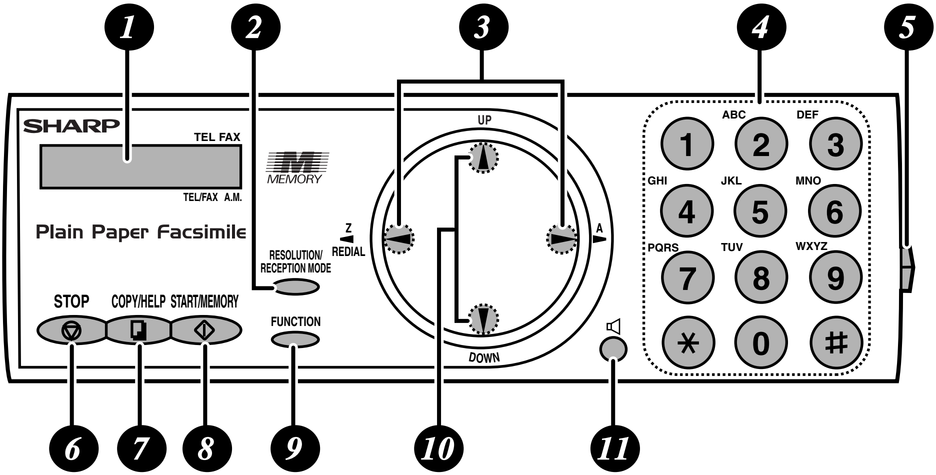
Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Table of Contents

A Look at the Operation Panel



1 **Display**
Display messages to help you operate the machine.

2 **RESOLUTION / RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

3 **Left and right arrow keys**
Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers, the “REVIEW CALLS” list (only available if you have Caller ID), and the last number dialled (redial).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.

4 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

5 **Panel release**
Press this release to open the operation panel.

6 **STOP key**
Press this key to cancel an operation before it is completed.

7 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

8 **START/MEMORY key**
Press this key to send or receive a document, or to scan a document into memory before sending it.

9 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

10 **UP and DOWN arrow keys**
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting.
Volume setting: When a document is not in the feeder, press these keys to change the speaker volume when the key has been pressed, or the ringer volume at any other time.
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

11 **key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.

Monitoring phone conversations

When speaking through the handset, you can press to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press the key again.)

To adjust the volume of the speaker when monitoring a conversation, press for high or for low (the volume setting reverts to low each time the handset is replaced).

Note that **the speaker cannot be used for speaking**; it is only for listening.

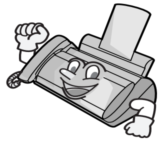
To avoid feedback (a loud howling sound), be sure to turn off the speaker (press once again) before you replace the handset.

1. Installation

Unpacking Checklist

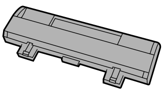
Before setting up, make sure you have all of the following items.



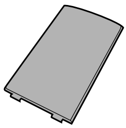


If any are missing, contact your dealer or retailer.

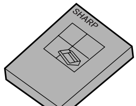
Paper tray



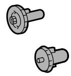
Paper tray extension



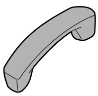
Operation manual



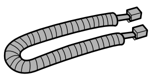
Gears (2)



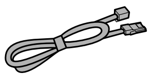
Handset



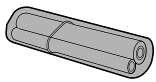
Handset cord



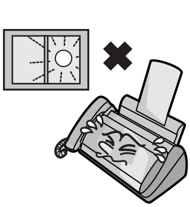
Telephone line cord



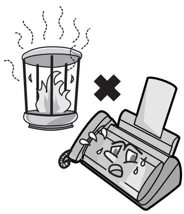
Imaging film (initial starter roll)



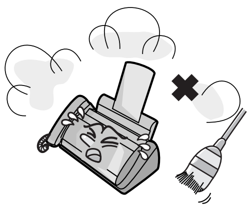
Points to keep in mind when setting up



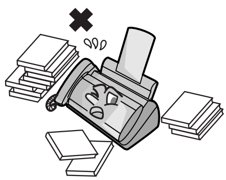
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

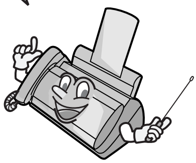
Connections

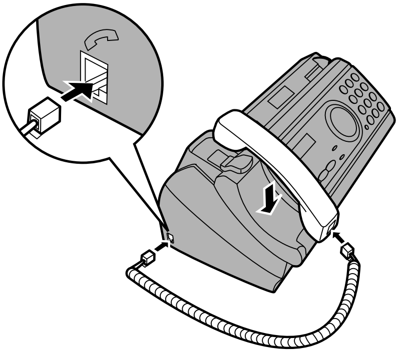
Connecting the handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset cord are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!





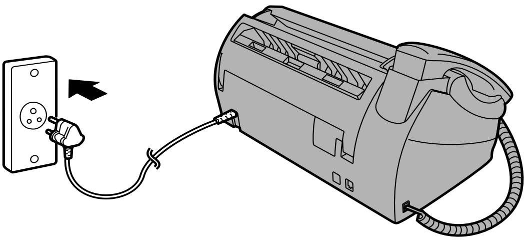
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

Plug the power cord into a 220 - 240 V, 50/60 Hz, earthed AC (3-prong) outlet.

♦ When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.

Caution!
Do not plug the power lead into any other kind of outlet. This will damage the machine and is not covered under the warranty.

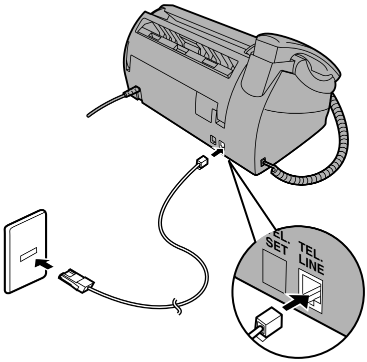


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power lead.



Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



Dial mode:
The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

Step	Action	Display
1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▼ 3 times.**	DIAL MODE
3	**Press ► once.**	1=TONE, 2=PULSE
4	**Select the dial mode:** **TONE: 1** **PULSE: 2**	The display briefly shows your selection, then: PSEUDO RING
5	**Press STOP to exit.**	

Comments:

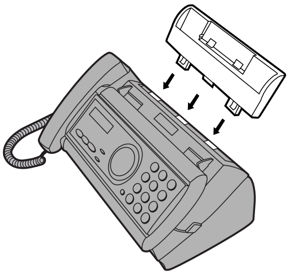
- ♦ The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ♦ The fax machine is not compatible with digital telephone systems.
- ♦ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most telephone specialty stores.

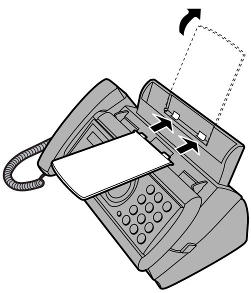
Moving your fax and reconnecting

If it is necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Attach the paper tray and paper tray extension

Attach the paper tray and paper tray extension.





Insert horizontally and rotate up

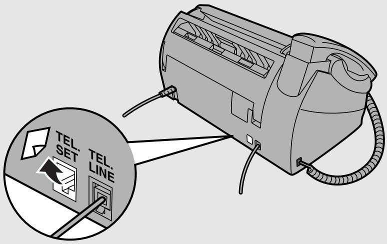
Note: The paper tray extension has a top side and a bottom side. If you cannot insert the tabs into the holes, turn the support over.

Extension phone (optional)

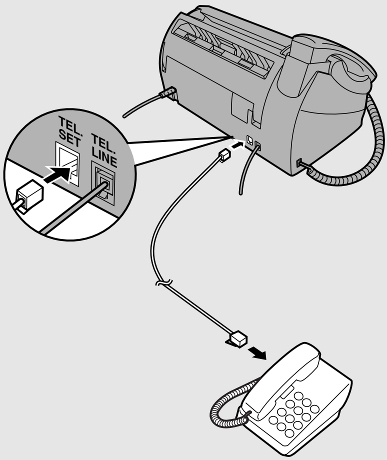
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

♦ To connect an answering machine to your fax, see page 48.

1 **Remove the seal covering the TEL. SET socket.**



2 **Connect the extension phone line to the TEL. SET socket.**



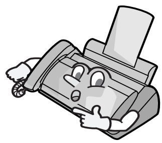
Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

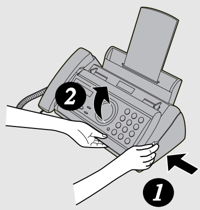
The initial starter roll of imaging film included with your fax can print about 150 A4-size pages.

When replacing the film, use a roll of Sharp **FO-6CR** imaging film. One roll can print about 150 A4-size pages.



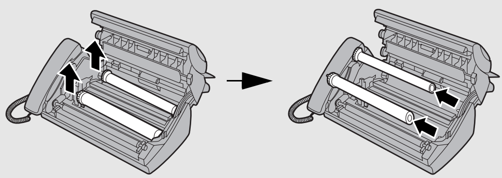


1 **Remove the paper from the paper tray and open the operation panel (press ❶).**

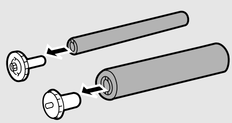


If you are loading the imaging film for the first time, go to Step 4.

2 **Remove the used film and empty spool.**

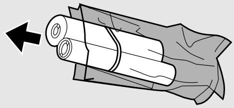


3 **Remove the two green gears from the spools.**
DO NOT DISCARD THE TWO GREEN GEARS!

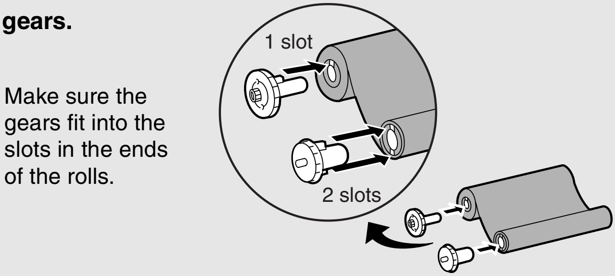


4 **Remove the new roll of imaging film from its packaging.**

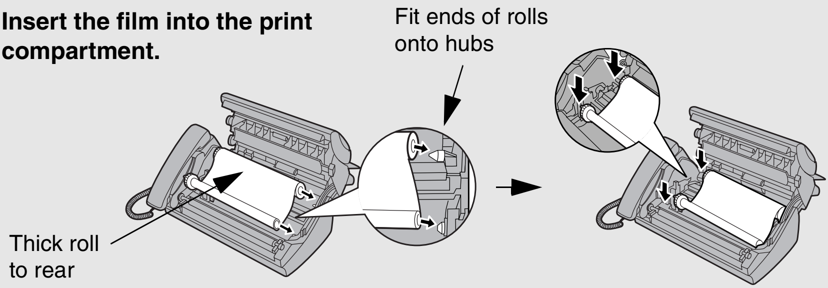
- Cut the band that holds the rolls together.



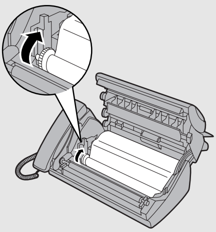
5 **Insert the green gears.**



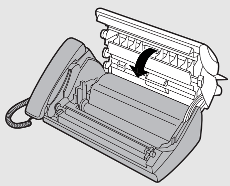
6 **Insert the film into the print compartment.**



7 **Rotate the front gear as shown until the film is taut.**



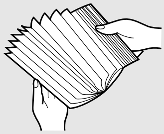
8 **Close the operation panel (press down on both sides to make sure it clicks into place).**



Loading Printing Paper

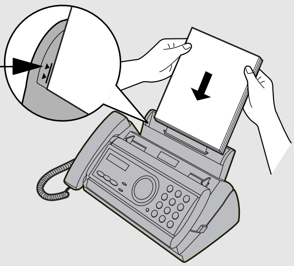
You can load up to 50 sheets of A4-size, 60 - 80 g/m^2 paper in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.



2 Insert the stack of paper into the tray, *PRINT SIDE DOWN*.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- ***GENTLY LOAD PAPER INTO THE PAPER TRAY.***
- ***DO NOT FORCE IT DOWN INTO THE FEED SLOT.***



Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press START/MEMORY.

ADD PAPER &
↑ ↓
PRESS START KEY

Print contrast setting

Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT. Press these keys:

1 **Press FUNCTION once and ▲ once.**

Display: OPTION SETTING

2 **Press ► once and ▲ twice.**

PRINT CONTRAST

3 **Press ► once.**

1:NORMAL

4 **Select the print contrast:**

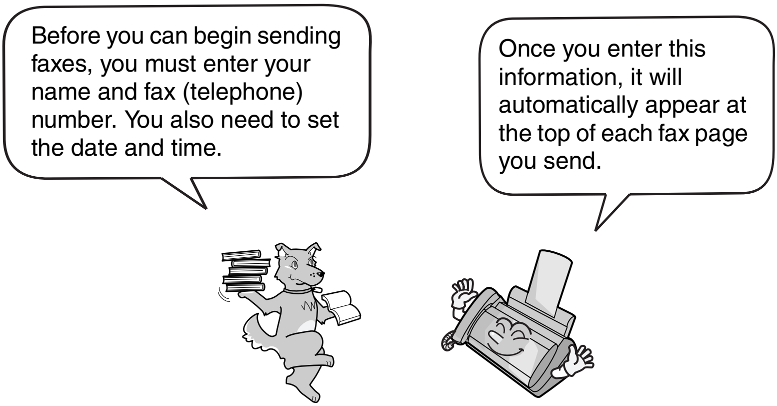
NORMAL: 1 LIGHT: 2

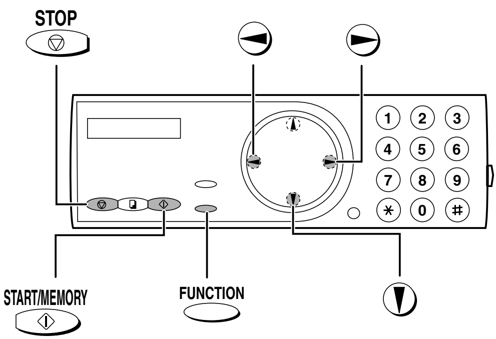
The display briefly shows your selection, then:

COPY CUT-OFF

5 **Press STOP to return to the date and time display.**

Entering Your Name and Fax Number





1	**Press FUNCTION once and ▼ twice.**	Display: ENTRY MODE
2	**Press ► once.**	OWN NUMBER SET
3	**Press ► once.**	ENTER FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press (#). To enter a "+", press (*).
- To clear a mistake, press .

5 **Press START/MEMORY to enter the fax number in memory.**

6 **Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.**

Example: SHARP = 7777 44 2 777 (►) 7

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

- ♦ To enter two letters in succession that require the same key, press (►) after entering the first letter.
- ♦ To clear a mistake, press .
- ♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#) or (*) repeatedly: . / ! " # $ % & ' ( ) ∗ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START/MEMORY**

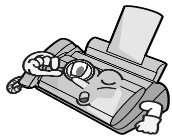
Display:

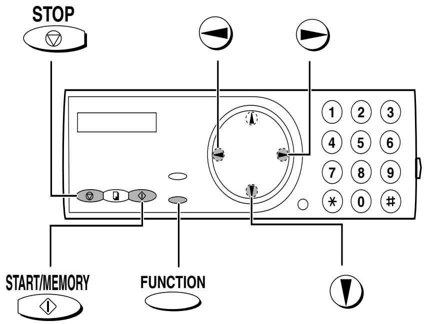
DATE&TIME SET

8 **Press STOP to return to the date and time display.**

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.





1 **Press FUNCTION once and ▼ twice.**

Display: ENTRY MODE

2 **Press ► once and ▼ once.**

DATE&TIME SET

3 **Press ► once.**

The currently set date appears (example):

DATE 15-08-2001

4 **Enter a two-digit number for the day (“01” to “31”).**

Example: the 5th 0 5 → DATE 05-08-2001

- To correct a mistake, press ◄ to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).**

Example: January (0) (1) → DATE 05-01-2001

6 **Enter the year (four digits).**

The currently set time appears (example):

Example: 2001 (2) (0) (0) (1) → TIME 12:19

7 **Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").**

Example: 9:25 (0) (9) (2) (5) → 05-JAN 09:25

8 **Press** START/MEMORY **to start the clock.** → ANTI JUNK #

9 **Press** STOP **to return to the date and time display.**

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

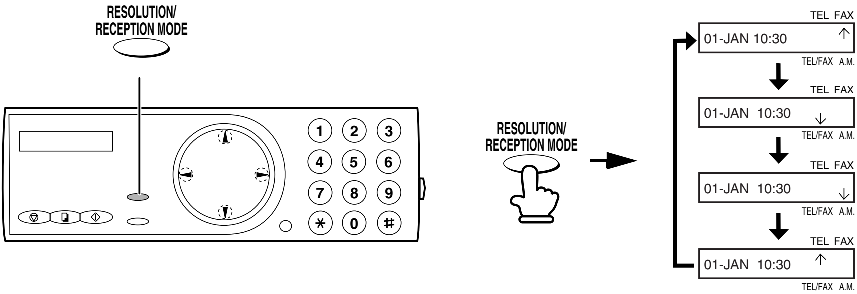
TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 5). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

Make sure a document ***is not loaded in the document feeder***, and then press 

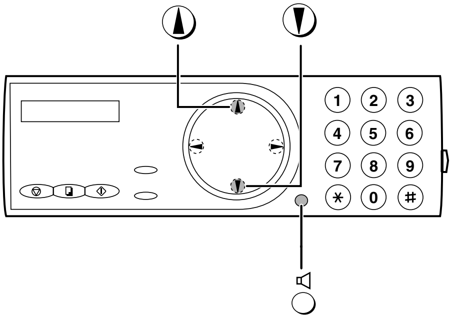
until the arrow in the display points to the desired mode.



For more information on receiving faxes in FAX, TEL, and TEL/FAX modes, see Chapter 3, *Receiving Faxes* (page 37). For more information on using A.M. mode, see Chapter 5.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the up and down arrow keys.



Speaker

1 **Press**

2 **Press** or until the display shows the desired volume level.

- Press again to turn off the speaker.

Display:

SPEAKER: HIGH

SPEAKER: MIDDLE

SPEAKER: LOW

Ringer

1 **Press ▲ or ▼.**

(Make sure [speaker key] has not been pressed, the handset is not lifted and a document is not loaded in the feeder.)

- The ringer will ring once at the selected level, then the date and time will reappear in the display.

Display:

RINGER: HIGH

↕

RINGER: MIDDLE

↕

RINGER: LOW

↕

RINGER: OFF OK ?

2 **If you selected RINGER: OFF OK ?, press START/MEMORY.**

2. Sending Faxes

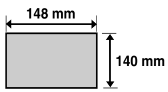
Transmittable Documents

Size and weight

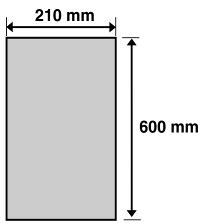
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

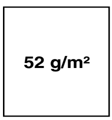
Minimum size



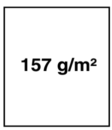
Maximum size



Minimum weight

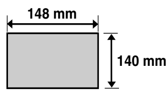


Maximum weight

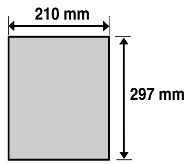


Loading up to 10 pages at once:

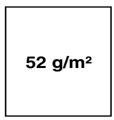
Minimum size



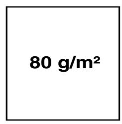
Maximum size



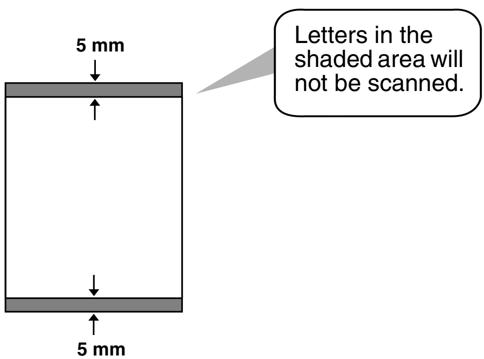
Minimum weight



Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

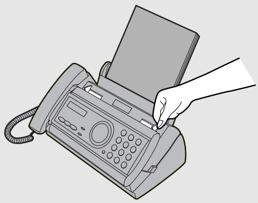
- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

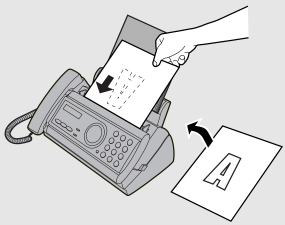
- ♦ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

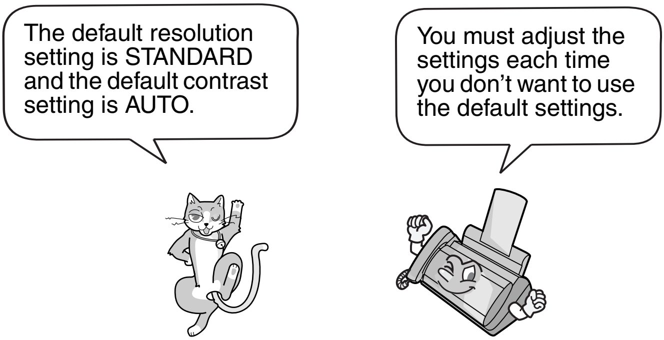
- READY TO SEND will appear in the display.



3 **Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 28.**

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.



Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

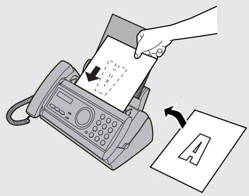
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 **Load the document(s).**

- The document must be loaded before the resolution and contrast can be adjusted.



2 **Press RESOLUTION/ RECEPTION MODE one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:

STANDARD :AUTO

FINE :AUTO

SUPER FINE :AUTO

HALF TONE :AUTO

STANDARD :DARK

HALF TONE :DARK

Note: In order to transmit in FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialling

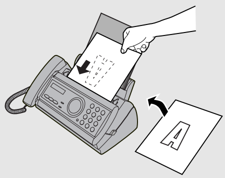
With Normal Dialling, you pick up the handset (or press the speaker key) and dial by pressing the number keys.

♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the speaker key, you must pick up the handset to talk.)

♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

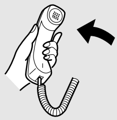
- If desired, press **RESOLUTION/ RECEPTION MODE** to set the resolution and/or contrast.



Display:

READY TO SEND

2 Pick up the handset or press the speaker key. Listen for the dial tone.



or



3 Dial the number of the receiving machine by pressing the number keys.



4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the speaker key, pick up the handset to speak with them). This causes the receiving machine to issue a fax reception tone.

5 When you hear the fax reception tone, press START/MEMORY. Replace the handset if you used it.

- When transmission is completed, the fax will beep once.

Sending a Fax by Automatic Dialling

You can store up to 30 fax or phone numbers in the machine for automatic dialling.

♦ Auto-dial numbers are dialled by pressing ▶ until the desired number appears in the display, and then START/MEMORY.

Storing fax and phone numbers for automatic dialling

1 Press FUNCTION once and ▶ once.

Display:

<NEW NUMBER> ▶

2 Press ▶ once.

ENTER FAX #

3 Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)

- To clear a mistake, press the speaker key.
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

4 Press START/MEMORY

5 Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

- To enter two letters in succession that require the same key, press ► after entering the first letter.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press # or * repeatedly: . / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 Press START/MEMORY

Display:

<NEW NUMBER> ▲▼▶

7 Return to Step 2 to store another number, or press STOP **to return to the date and time display.**

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 **Press FUNCTION once and ► once.**

Display:

<NEW NUMBER> ▲▼►

2 **Press ▲ or ▼ until the number you wish to edit or clear appears in the display.**

3 **Press ► once.**

1=EDIT, 2=CLEAR

4 **Select EDIT or CLEAR:**

EDIT: 1 **CLEAR: 2**

- If you selected CLEAR, go to Step 8.

5 **If you selected EDIT, make the desired changes to the number.**

- Press ◄ or ► to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

6 **Press START/MEMORY**

7 **Make the desired changes to the name.**

- Press ◄ or ► to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 30). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 **Press START/MEMORY**

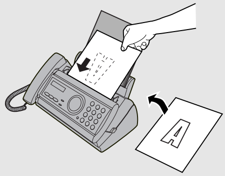
9 **Return to Step 2 to edit or clear another number, or press STOP to return to the date and time display.**

Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



Display:

READY TO SEND

2 **Press ► (or ◄) until the name of the other party appears in the display (if no name was stored, the number will appear).**

3 **If you are sending a fax, press START/MEMORY. Dialling and transmission begins.**

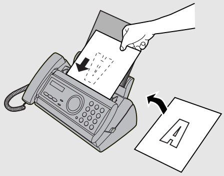
If you are making a phone call, lift the handset. Dialling begins.

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the START/MEMORY key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 **Load the document(s).**

- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast.



Display:

READY TO SEND

2 **Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

3 **Check the display. If the number of the receiving machine shown is correct, press START/MEMORY.**

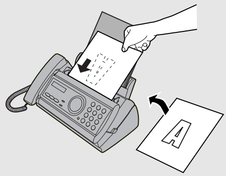
- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialled. This procedure can be used to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast.



Display:

READY TO SEND

2 **Press ◄ once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.**

3 **If you are sending a fax, press START/MEMORY. Dialling and transmission begins.**

If you are making a phone call, lift the handset. Dialling begins.

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at an interval of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- ♦ To stop automatic redialling, press STOP.
- ♦ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before two redialling attempts are made.

Sending a Fax From Memory

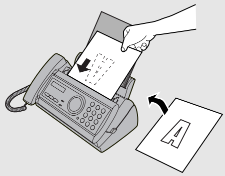
You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different locations in just one operation.

♦ When sending to multiple locations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 Load the document(s).



- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast.

2 Press START/MEMORY

3 Press ► (or ◄) until the name of the number appears in the display (if no name was stored, the number will appear).

4 Press ▼ to select the number.

5 Repeat Steps 3 and 4 for each of the other locations to which you wish to send the fax (maximum of 20).

- To check your selected locations, press ▲ to scroll through them. To delete a location, scroll to the location and then press STOP.

6 When you are ready to begin transmission, press START/MEMORY.

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Memory transmission

You can also send a fax through memory when sending to a single location. This is convenient when sending to locations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press START/MEMORY, and then dial using one of the following methods:

- ♦ Press the number keys to enter the fax number and then press START/MEMORY.
- ♦ Press ► repeatedly to select an auto-dial number and press START/MEMORY.
- ♦ Press ◄ once to select the last number dialled and press START/MEMORY.

If the memory becomes full...

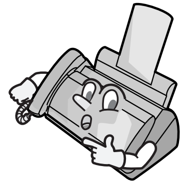
If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

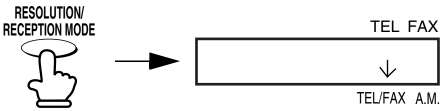
- ♦ Press START/MEMORY if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press STOP if you want to cancel the entire transmission.

3. Receiving Faxes

Using TEL/FAX Mode

To select TEL/FAX mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TEL/FAX.





When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

♦ If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.

♦ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 Press FUNCTION once and ▲ once.

Display:

OPTION SETTING

2 **Press once and 4 times.**

PSEUDO RING

3 **Press once.**

1=15 SECONDS

4 **Enter a number as follows for the desired duration:**

1	15 SEC	15 seconds
2	30 SEC	30 seconds
3	60 SEC	60 seconds
4	120 SEC	120 seconds

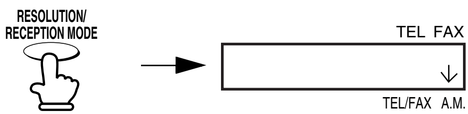
The display briefly shows your selection, then:

QUIET TIME

5 **Press** STOP **to return to the date and time display.**

Using A.M. Mode

To select A.M. mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to A.M.

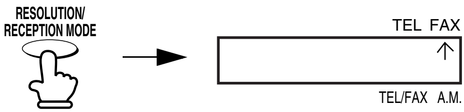


In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 5 for more details.

Using FAX Mode

To select FAX mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to FAX.



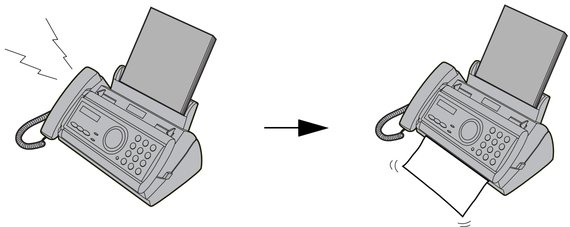


When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

♦ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 40.

2 rings

Fax reception



Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 5 can be selected.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING

2 **Press** ⊳ **once.**

NUMBER OF RING

3 **Press** ⊳ **once.**

ENTER (2-5) (2)

4 **Enter the desired number of rings (any number from 2 to 5).**

Example: 3 rings (3)

The display briefly shows your selection, then:

FAX REMOTE #

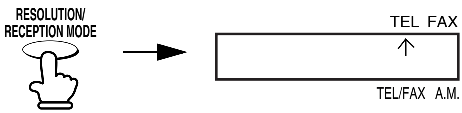
5 **Press** STOP **to return to the date and time display.**

Note: If you are using Duplex Ring, the fax machine will answer calls after two rings regardless of the above setting.

Using TEL Mode



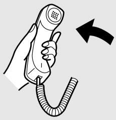
To select TEL mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to TEL.



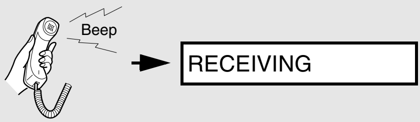
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 **When the fax machine rings, pick up the handset.**



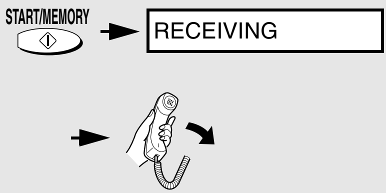
2 **If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.**



Note: If you have set the Fax Signal Receive setting (page 42) to NO, press  to begin reception.

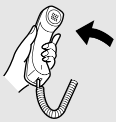
3 **If the other party first speaks with you and then wants to send a fax, press**  **after speaking. (Press before the sender presses their Start key.)**

- When RECEIVING appears in the display, hang up.



Answering with an extension phone

1 **Answer the extension phone when it rings.**



2 **If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.**



3 **If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press (5) once and (*) twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.**

- The above step is necessary if you have set the Fax Signal Receive setting (see below) to NO.
- Your fax will not accept the signal to begin reception (5**) if a document is loaded in its feeder.

Optional Reception Settings

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING

2 **Press ► once and ▲ 5 times.**

FAX SIGNAL RX

3	**Press ⊖ once.**	1=YES, 2=NO
4	**Press (1) to turn on the function, or (2) to turn it off.**	The display briefly shows your selection, then: CALLER-ID
5	**Press STOP to return to the date and time display.**	

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ⊖ once and ▼ once.**	FAX REMOTE #
3	**Press ⊖ once.**	ENTER (0-9) (5)
4	**Enter the desired number (any number from 0 to 9).** **Example: 3 (3)**	The display briefly shows your selection, then: TRANSACTION
5	**Press STOP to return to the date and time display.**	

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

♦ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.

♦ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▲ 3 times.**	RECEIVE RATIO
3	**Press ► once.**	1=AUTO, 2=100%
4	**Press 1 to select AUTO, or 2 to select 100%.**	The display briefly shows your selection, then: PRINT CONTRAST
5	**Press STOP to return to the date and time display.**	

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

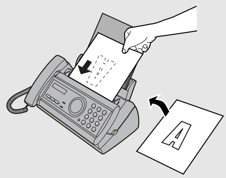
When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. After you add paper (and press START/MEMORY), replace the imaging film, or clear the jam, the stored documents will automatically print out.

Caution!
When documents are stored in memory, do not turn the power off. This will erase all of the contents.

4. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 **Load the document(s) face down. (Maximum of 10 pages.)**



- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)

Display:

READY TO SEND

2 **If desired, select an enlarge/reduce setting, and/or select the number of copies per original:**

- ENLARGE/REDUCE: Press ▲ or ▼ until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO. (The default setting is 100%.)

  Example: Press ▲ twice → RATIO: 125%

- Number of copies per original: Press the number keys to enter a number from 1 to 99. (The default setting is 1.)

  Example: Press 5 for five copies → 5

3 **When you are ready to begin copying, press COPY/HELP.**

If MEMORY IS FULL appears...

If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▲ once.**	COPY CUT-OFF
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to set copy cut-off to YES (the remaining part of the document will not be printed), or 2 to set copy cut-off to NO (the remaining part will be printed on a second page).**	The display briefly shows your selection, then: NUMBER OF RING
5	**Press STOP to return to the date and time display.**	

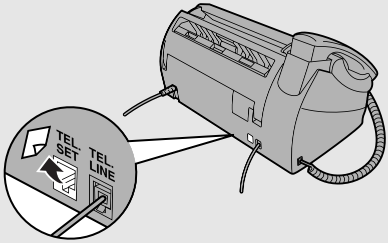
5. Answering Machine Connection

Connecting an Answering Machine

If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

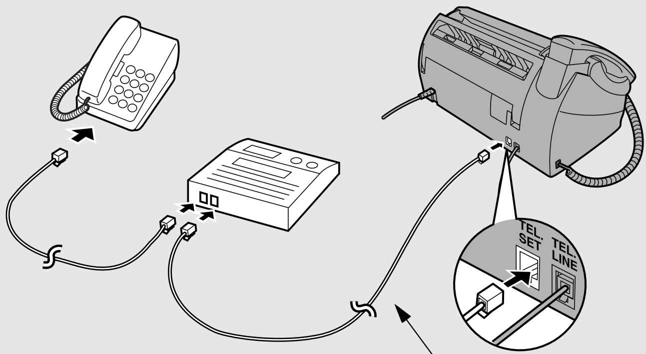
♦ **Important:** If the answering machine is not connected to the **TEL. SET** socket on the fax as shown, the setup will not operate properly.

1 Remove the seal covering the TEL. SET socket.



2 Connect the answering machine's telephone line plug to the TEL. SET socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

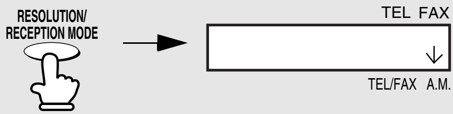
Comments:

- It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.
- If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Activating the Answering Machine Connection

Before you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M.



2 Set your answering machine to auto answer.

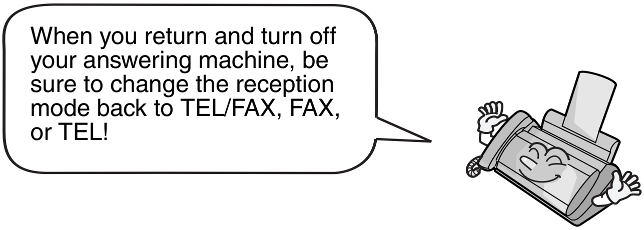
- Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.

Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, *Receiving Faxes*). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

How answering machine mode operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

- ♦ If the connection is not good or there is noise on the line, the answering machine and/or fax machine may not respond properly.
- ♦ The call counter on your answering machine may indicate that voice messages were received, when only fax messages were received.
- ♦ To prevent the fax from taking over the line and beginning reception if you call in from an external phone or answer on an extension phone, press any three keys (other than the code to activate fax reception, "5", "*", and "*") on the dial pad of the phone. This can only be performed from a phone capable of tone dialling.



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.

To change the setting, follow the steps below.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING

2 **Press ► once and ▼ 5 times.**

QUIET TIME

3 **Press ► once.**

ENTER (00-10) 04

4 **Enter a number from 01 to 10, or enter 00 to turn off the function.**

Example: 3 seconds 0 3

The display briefly shows your selection, then:

QUIET START

5 **Press STOP to return to the date and time display.**

Quiet Detect Start Time

This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the beginning of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to five seconds at the factory. You can change this setting by entering a 2-digit number equal to the desired number of seconds of the delay, or turn the function off by enttering **00**. As general guide, the delay time should be slightly longer than the pause before the outgoing message.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING

2 **Press ► once and ▼ 6 times.**

QUIET START

3 **Press ► once.**

ENTER (00-15) 05

4 **Enter a 2-digit number (from 01 to 15) for the number of seconds of the delay, or enter 00 to turn off the function.**

Example: 5 seconds 0 5

The display briefly shows your selection, then:

ON A.M. FAILURE

5 **Press STOP to return to the date and time display.**

On A.M. Failure

When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note:
When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▼ 7 times.**	ON A.M. FAILURE
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the function, or 2 to turn it off.**	The display briefly shows your selection, then: DUPLEX RINGING
5	**Press STOP to return to the date and time display.**	

6. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- To use this function, you must subscribe to a caller identification service from your telephone company.
- Your fax may not be compatible with some caller identification services.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▲ 4 times.**	CALLER-ID
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 (YES) to turn on Caller ID.** **(To turn off Caller ID, press 2)**	The display briefly shows your selection, then: RECEIVE RATIO
5	**Press STOP to return to the date and time display.**	

How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example

JOHN DOE	↔	525-8693
Caller’s name		Caller’s number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ♦ After you have received 30 calls, each new call will delete the oldest call.
- ♦ All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

1 **Press (◄) twice.**

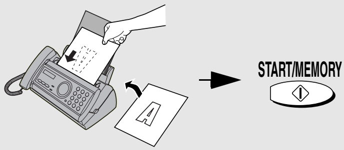
<REVIEW CALLS> ▲▼

2 **Press (▲) or (▼) to scroll through the list.**

3 **If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.**

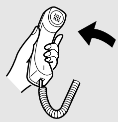
- **Fax:** If you want to send a fax, load the document and then press START/MEMORY. Dialling and transmission begin.

Fax:



- **Voice call:** If you want to make a voice call, pick up the handset (or press the speaker key). Dialling begins automatically. (If you pressed the speaker key, pick up the handset when the other party answers.)

Voice call:



4 **Press STOP when you have finished viewing the list.**

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press (0) while the call appears in the display. If you want to delete all calls from the list, hold (0) down for at least 3 seconds while you are viewing any number in the list.

Priority Call

With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 **Press FUNCTION once and ▼ twice.**

Display: ENTRY MODE

2 **Press ► once and ▲ once.**

PRIORITY #

3 **Press ► once.**

1=SET, 2=CLEAR

4 **Press 1 to store a number.**

(To clear a previously stored number, press 2 and go to Step 6.)

5 **Enter the number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY to store (or clear) the number.**

OWN NUMBER SET

7 **Press STOP to return to the date and time display.**

6. Special Functions

Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 60). Only one number can be blocked.

Note: This function cannot be used if you are using the Duplex Ring function.

Duplex Ringing (Requires Subscription to Service)

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

◆ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:

◆ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

◆ If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly.

	Step	Display
1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING
2	**Press ► once and ▲ 6 times.**	DUPLEX RINGING
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the function, or 2 to turn it off.**	The display briefly shows your selection, then: FAX SIGNAL RX
5	**Press STOP to return to the date and time display.**	

6. Special Functions

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

Step	Action	Display:
1	**Press FUNCTION once and ▼ twice.**	ENTRY MODE
2	**Press ► once and ▲ twice.**	ANTI JUNK #
3	**Press ► once.**	1=SET, 2=CLEAR
4	**Press 1 to store an Anti Junk number, or 2 to clear a previously stored number (if you are clearing a number, go to Step 6).**	
5	**Enter the fax number by pressing the number keys (max. 20 digits).**	
6	**Press START/MEMORY and then press STOP to return to the date and time display.**	

7. Printing Lists

You can print out lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1 **Press FUNCTION once and ▼ once.**

Display:

LISTING MODE

2 **Press ► once.**

TEL # LIST

3 **Press ▲ or ▼ until the desired list appears in the display.**

4 **Press ► once.**

PRESS START KEY

5 **Press START/MEMORY to print the list.**

Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

```
                      SETUP LIST
                                    30-JUL-2001 11:30
     FOR:
-----------------------------------------------------
***ENTRY MODE***
   ANTI JUNK NUMBER
   PRIORITY CALL NO.
   SENDER'S NAME
   SENDER'S TELEPHONE NUMBER
   HEADER PRINT
30-JUL-2001 11:31                                P.01
-----------------------------------------------------
***OPTION SETTING***
   NUMBER OF RINGS IN AUTO ANSWER MODE   2 RINGS
   TEL/FAX REMOTE NO.                    (5)**
   TRANSACTION PRINT SELECT              ERROR ONLY
   DIAL MODE                             TONE
   PSEUDO RINGING DURATION               15S
   QUIET DETECT TIME                     04S
   QUIET DETECT START TIMING             05S
   FAX ANSWER WHEN A.M. FAILS            NO
   DUPLEX RINGING                        NO
   FAX SIGNAL RECEIVE                    YES
   CALLER-ID                             YES
   RECEPTION RATIO                       AUTO
   PRINT CONTRAST                        NORMAL
   COPY CUT OFF                          YES
-----------------------------------------------------
```

Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
NOTE	(One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.) **OK** - Transmission/reception was successful. **P.FAIL** - A power failure prevented the transaction. **JAM** - The printing paper or document jammed, preventing the transaction. **BUSY** - The fax was not sent because the line was busy. **COM.E-0 to COM.E-7** - A telephone line error prevented the transaction. See *Line error* on page 67. **CANCEL** - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING

2 **Press ► once and ▼ twice.**

TRANSACTION

3 **Press ► once.**

1:ALWAYS PRINT

(Selections appear alternately)

4 **Press a number from 1 to 5 to select the condition for printing.**

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERROR/MEMORY	A report will be printed after an error or a memory operation.
3	SEND ONLY	A report will be printed after each transmission.
4	ERROR ONLY	A report will be printed only when an error occurs.
5	NEVER PRINT	A report will never be printed.

The display briefly shows your selection, then:

DIAL MODE

5 **Press STOP to return to the date and time display.**

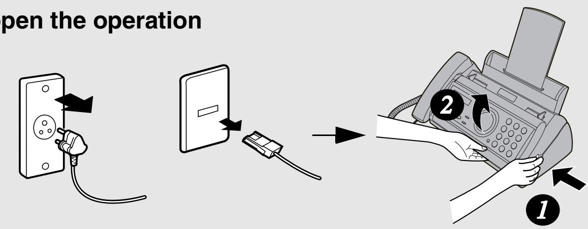
8. Maintenance

Print head

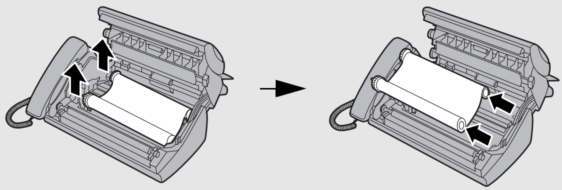
Clean the print head frequently to ensure optimum printing performance.

Note: Remove the paper from the paper tray before cleaning the print head.

1 **Unplug the telephone line and then the power cord, and open the operation panel (press ❶).**



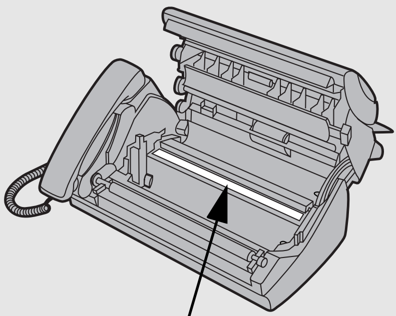
2 **Take the imaging film out of the print compartment and place it on a sheet of paper.**



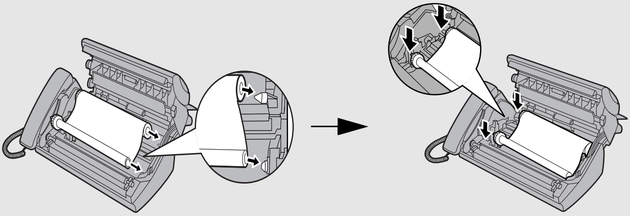
3 **Wipe the print head with isopropyl alcohol or denatured alcohol.**

Caution!

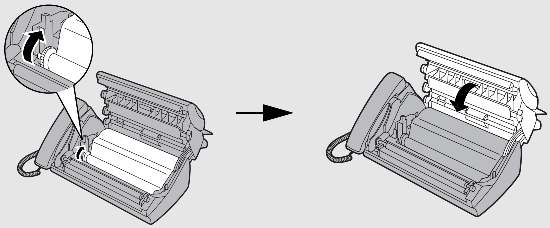
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



4 **Place the imaging film back in the print compartment.**



5 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**

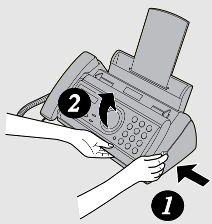


Scanning glass and rollers

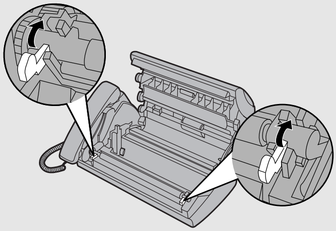
Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

Note: Remove the paper from the paper tray before cleaning the scanning glass and rollers.

1 **Open the operation panel (press ❶).**

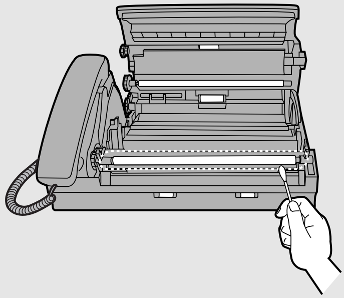


2 **Flip up the green levers on each side of the white roller.**



3 **Wipe the scanning glass (under the white roller) and rollers with a cotton swab.**

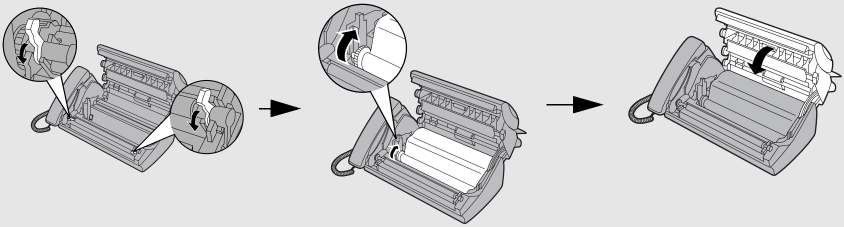
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

Do not use benzene or thinner. These solvents may damage or discolor the machine.

9. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the 🔈 key.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* on page 9.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Dial mode* on page 10.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure the wall socket is connected to the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
General print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See *Print head* on page 64. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 65.

Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).
Dark vertical lines appear on copies and received faxes.	• Try changing the print contrast setting to LIGHT (see page 16).

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 50).

General problems

Problem	Solution
A loud howling sound occurs when the speaker is used.	• Feedback (a loud howling sound) may occur if you replace the handset while the speaker is on. To avoid feedback, turn off the speaker (press 🔈) before you replace the handset.
Auto-dial numbers cannot be stored in the fax.	• Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See *Loading the Imaging Film* on page 13.
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 24).

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see page 55 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the **START/MEMORY** key.
CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)	These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, *Clearing Paper Jams*.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams* (see page 75). Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 24).
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* on page 67.

MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitute Reception to Memory* on page 45). If you are attempting to transmit from memory, see *If the memory becomes full* on page 36. If you are copying, see *If MEMORY IS FULL appears* on page 46.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The key has been pressed and the fax machine is waiting for you to dial.
OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 34.)
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

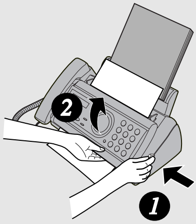
Clearing Paper Jams

Clearing a jammed document

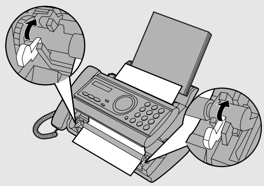
If the original document doesn’t feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing START/MEMORY. If the document doesn't feed out, remove it as follows:

Important:
Do not try to remove a jammed document without opening the operation panel. This may damage the feeder mechanism.

1 **Press ❶ and slowly open the operation panel until it is half open.**

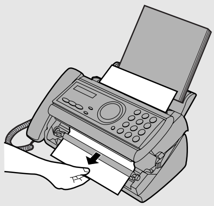


2 **Flip up the green levers on each side of the white roller.**

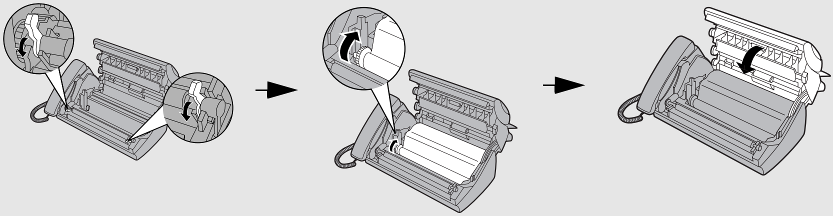


3 **Gently and remove the document.**

- Be careful not to tear the document.

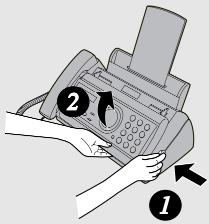


4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**

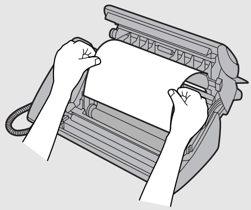


Clearing jammed printing paper

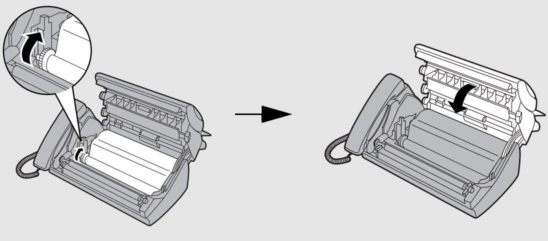
1 **Open the operation panel (press ❶).**



2 **Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.**



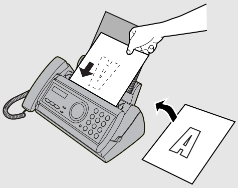
3 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press [SPEAKER].
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START/MEMORY.

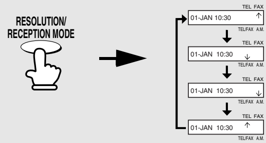
Automatic Dialling

1. Press ► or ◄ until the name of the other party appears in the display (if no name was stored, the number will appear).
2. Press START/MEMORY.

Direct Keypad Dialling

1. Dial the fax number.
2. Press START/MEMORY.

Receiving Faxes



FAX mode: The fax machine automatically answers and receives faxes.

TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START/MEMORY.

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

Storing Auto Dial Numbers

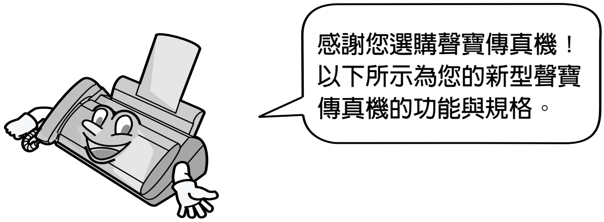
1. Press FUNCTION once and ► twice.
2. Enter the full fax/phone number.
3. Press START/MEMORY.
4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press ► after entering the first letter.)

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5. Press START/MEMORY and then STOP.

Index

簡介



自動撥號	30 個號碼
膠卷	**首次使用的膠卷**（隨傳眞機附送）： 50 公尺（約爲 150 頁 A4 尺寸的紙張） **更換用膠卷**（未附送）： FO-6CR 50 公尺
記憶體大小 *	448 KB（平均約爲 24 頁）
數據機速度	9,600 bps，自動降回到較低速度。
傳送時間 *	約爲 15 秒
解像度	**水平**：8 像素 / 公釐 **垂直**： 標準：3.85 行 / 公釐 細緻 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐
自動文件送紙器	最多 10 頁（A4 尺寸，80 g/m^2 紙張）
記錄系統	感熱式
半色調（灰階）	64 階
壓縮方案	MR、MH、H2
供紙托架容量 **（60-80 g/m^2 紙張）**	約爲 50 張 A4 尺寸紙張 （在室溫下，紙疊最高不應超過供紙托架的界線。）

* 是以聲寶 1 號測試橋在標準書質下測出模式下的標準解像度（不包括通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

顯示屏	16 位數的 LCD 顯示屏
適用的電話線路	公用交換電話網路
相容性	ITU-T（CCITT）G3 模式
輸入文件尺寸	**自動送紙**： 寬度：148 至 210 公釐 長度：140 至 297 公釐 **手動送紙**： 寬度：148 至 210 公釐 長度：140 至 600 公釐
有效掃描寬度	最寬 210 公釐
有效打印寬度	最寬 204 公釐
對比度控制	自動 / 深色可調式
接收模式	TEL/FAX（電話 / 傳眞）、TEL（電話）、FAX（傳眞）、A.M.（留言機）（**註**：A.M.〔留言機〕模式用於連接留言機）
複印功能	單張 / 多張（99 份 / 頁）
電話功能	是（如果發生電源故障則無法使用）
電源要求	220 至 240 伏特的交流電、50/60 赫茲
作業溫度	攝氏 5 至 35 度
濕度	25 至 85% 相對濕度
耗電量	待機：2.5 瓦特 最大：110 瓦特
尺寸（不包括附件）	寬度：327 公釐 長度：193 公釐 高度：163 公釐
重量（不包括附件）	約爲 2.8 公斤

秉持著不斷改善的原則，聲寶保留對產品改良的設計與規格變更的權力，恕不另行通知。以上列出的效能規格數據均爲生產單元的標稱値。個別機器的參數可能有所不同。

重要的安全資訊

請勿拆裝此傳真機或嘗試執行本操作手冊中未述及的步驟。請將傳真機的所有維修工作交由合格的維修人員處理。

請勿在附近有水的地方或在您濕透時安裝或使用傳真機。例如，不要在浴缸、洗臉盆、廚房洗槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。

如果發生以下任何一種情況，請先從電話插座上拔下傳真機的插頭，然後再從電源插座上拔下電源插頭，並聯絡合格的維修人員：

－液體濺到傳真機內或傳真機淋到雨或沾到水。

－傳真機發出異味、冒煙或發出不正常的噪音。

－電源線磨損或損毀。

－傳真機摔落或機殼損毀。

切勿將任何物品放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

本傳真機只能連接至 220 至 240 伏特、50/60 赫茲的接地型（3 叉腳）電源插座上。將傳真機連接至任何其他類型的電源插座將損毀機器，並引致維護失效。

切勿將任何物品插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物品掉入傳真機內而您無法將它取出，請立即拔下傳真機的電源插頭，並洽詢合格的維修人員。

請勿將傳真機放置在不平穩的推車、支架或桌子上。如果傳真機摔落，則可能會造成嚴重的損毀。

切勿在雷雨天氣安裝電話線。

切勿在潮濕的地方安裝電話插座，除非插座是專門設計用於潮濕的地方。

切勿觸摸裸露的電話線或接線端，除非已中斷電話線路與網路介面的連接。

在安裝或改裝電話線路時請小心。

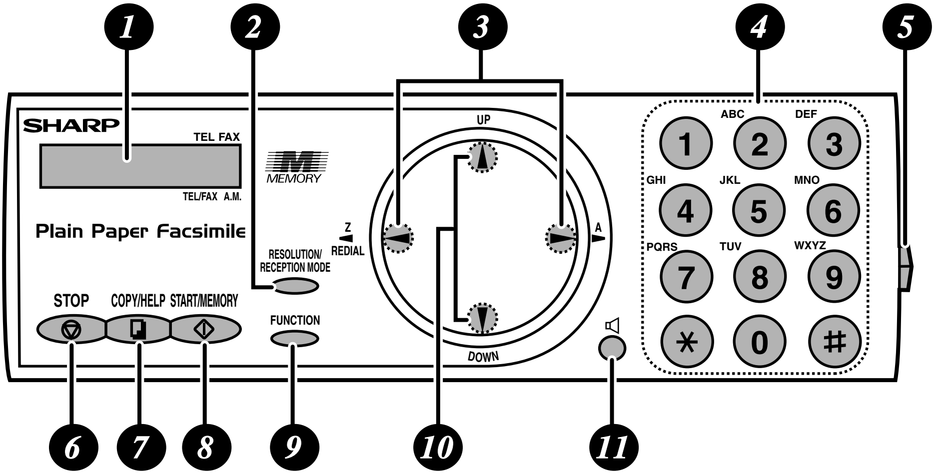
避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。

切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。

請務必將電源插座安裝在靠近設備且易於插接或拔除的地方。

目錄

操作面板概覽



1 **顯示屏**
此顯示屏將會顯示相關的訊息與提示，以協助您操作傳真機。

2 **RESOLUTION/RECEPTION MODE（解像度/接收模式）鍵**
在送紙器裝有文件時，按下此鍵以調整傳真或複印的解像度。在任何其他情況下，按下此鍵以選擇接收模式（顯示屏上的箭頭將會指向目前選定的接收模式）。

3 **向左方向鍵與向右方向鍵**
自動撥號號碼：在傳送傳真或撥打電話時，按下這些鍵以捲動尋找自動撥號號碼、「REVIEW CALLS（檢視呼叫）」清單（僅在您的傳真機具有來電顯示功能時才可使用）及最後一次撥打的號碼（重複撥號）。
FUNCTION（功能）鍵設定值：使用 UP（向上）方向鍵與 DOWN（向下）方向鍵捲動尋找 FUNCTION（功能）鍵設定值，然後按下向右方向鍵以選擇設定值。

4 **數字鍵**
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字與英文字母。

5 **面板釋放裝置**
按下此開啓裝置以打開操作面板。

6 **STOP（停止）鍵**
按下此鍵以取消尚未完成的操作。

7 COPY/HELP（**複印 / 說明**）鍵
在送紙器裝有文件時，按下此鍵以複印文件。在任何其他情況下，按下此鍵以打印輔助表（操作傳眞機的快速參考指南）。

8 START/MEMORY（**開始 / 記憶體**）鍵
撥號後按下此鍵以開始傳送傳眞。撥號前按下此鍵以透過記憶體傳送傳眞。

9 FUNCTION（**功能**）鍵
依次按下此鍵與方向鍵以選擇特殊功能與設定值。

10 UP（**向上**）與 DOWN（**向下**）**方向鍵**
放大 / 縮小設定値：在複印文件時，按下這些鍵以選擇放大 / 縮小設定值。
音量設定値：在送紙器沒有放入文件且已按下 鍵時，按下這些鍵以變更喇叭音量；在任何其他情況下，按下這些鍵以變更響鈴器音量。
FUNCTION（**功能**）**鍵設定値**：按下 FUNCTION（**功能**）鍵後再按下這些鍵，以捲動尋找 FUNCTION MODE（功能模式）設定值。

11 **鍵**
按下此鍵以在傳眞文件時，透過喇叭來聆聽線路與傳眞訊號。

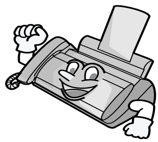
> **監聽電話對話**
>
> 在透過聽筒談話時，您可按下 以讓第三方透過喇叭聆聽對話（要關閉喇叭，請再次按下該鍵）。
>
> 要在監聽對話時調整喇叭的音量，請按下 調高音量或 調低音量（在您每次將聽筒放回原處時，音量設定會回復至低音量）。
>
> 請注意：喇叭不能使用於談話，而僅適用於聆聽。
>
> 要避免回音（極大聲的雜訊），請務必在將聽筒放回原處之前關閉喇叭（再次按下 ）。

1. 安裝

拆箱核對清單

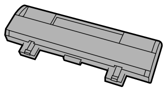
請確保在安裝前備妥以下所有物件。



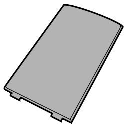


如有任何遺漏，請與您的經銷商或零售商聯絡。

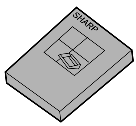
供紙托架



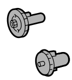
供紙托架延伸板



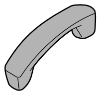
操作手冊



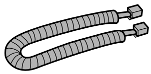
齒輪 (2)



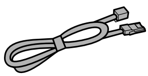
聽筒



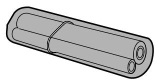
聽筒連接線



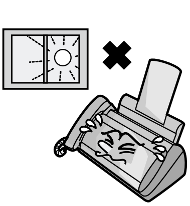
電話線



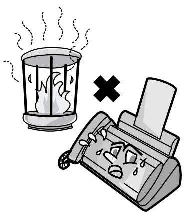
膠卷（首次使用的膠卷）



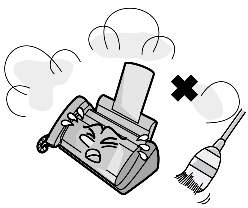
安裝注意事項



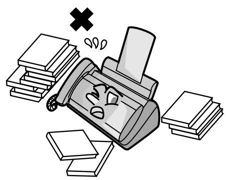
請勿將傳真機放置在陽光直接照射的地方。



請勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾上灰塵。



保持傳真機周圍的清潔。

關於冷凝

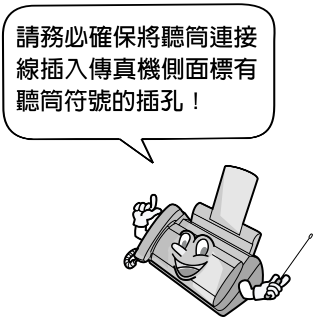
如果將傳真機從較寒冷的地方移至較溫暖的地方，傳眞機的掃描鏡上可能有冷凝，這會影響傳送文件時的正常掃描。要清除冷凝，請開啓電源並等候約兩個小時後才使用傳眞機。

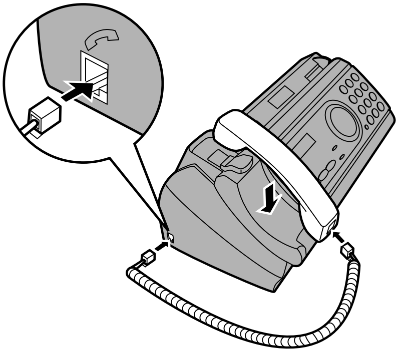
連接

連接聽筒

連接聽筒（如圖所示）並將其置於聽筒架上。

♦ 聽筒連接線的兩端插頭均相同，因此它們可插入任何一個插座上。





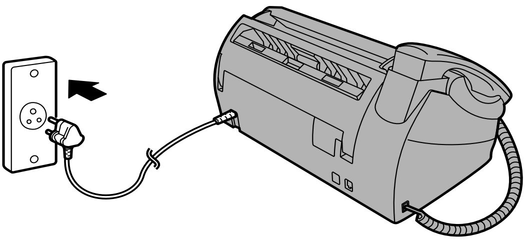
您可使用聽筒來撥打一般電話，或手動傳送與接收傳真。

連接電源線

將電源線插入 220 至 240 伏特、50/60 赫茲的接地型交流電（3 叉腳）插座。

♦ 在中斷傳真機的連接時，請先拔下電話線，然後再拔下電源線。

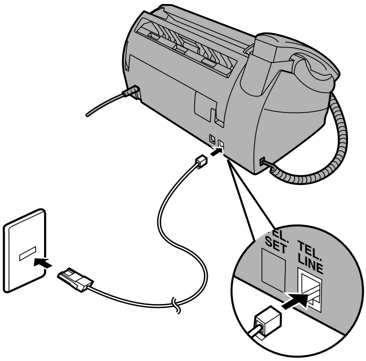
注意：請勿將電源線插在其他規格的插座上，否則將損壞傳真機，而這不在保養範圍之內。





連接電話線

將電話線的一端插入傳真機背面標記為 TEL.LINE（**電話線路**）的插孔，然後將另一端插入牆上電話插座。



撥號模式：
傳真機已設定為音頻式撥號。如果您正在使用脈衝式撥號線路，您必須將傳真機設定為脈衝式撥號。請按下操作面板上的按鍵（如下所示）：

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按一下 ▶，然後按 ▼ 三下。

DIAL MODE

（撥號模式）

3 按一下 ▶。

1=TONE, 2=PULSE

（1 = 音頻式，2 = 脈衝式）

4 選擇撥號模式：

TONE（音頻式）：1

PULSE（脈衝式）：2

顯示屏上將會簡略地顯示您的選擇，然後顯示：

PSEUDO RING

（虛擬響鈴）

5 按下 STOP 以結束。

註釋：

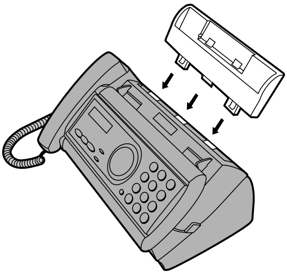
- ♦ 本傳眞機不能用於具有來電等待、來電轉接或您的電話公司提供的某些其他特殊服務的線路上。如果您嘗試將傳眞機與以上任何一項服務一起使用，則可能會在傳送和接收傳眞訊息時遇到問題。
- ♦ 本傳眞機與數碼電話系統不相容。
- ♦ 如果您所在的地區經常發生閃電或電湧事故，我們建議您爲電源與電話線路安裝電湧保護器。您可從經銷商或大多數電話專賣店裏購買到電湧保護器。

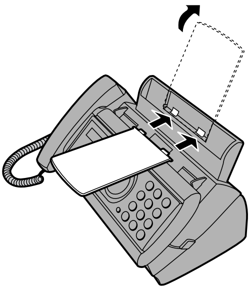
移動您的傳真機並重新連接

如果要將您的傳眞機移至新的地點，請務必先拔下電話線，然後再拔下電源線。在重新連接時，請務必先連接電源線，然後再連接電話線。

安裝供紙托架與供紙托架延伸板

安裝供紙托架與供紙托架延伸板。





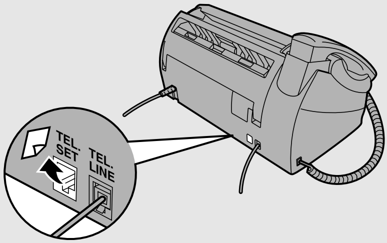
註：供紙托架延伸板有頂端與底端之分。如果您無法將彈片插入小孔，請翻轉支撐架。

電話分機（可選）

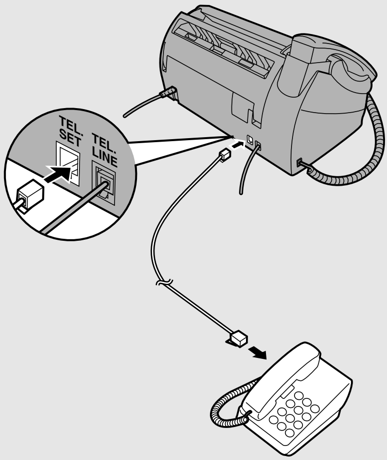
如有必要，您可將電話分機連接至傳真機上的 TEL.SET（**電話設定**）插孔。

◆ 要將留言機連接至您的傳真機，請參閱第 48 頁。

1 **取下貼在 TEL.SET（電話設定）插孔的封條。**

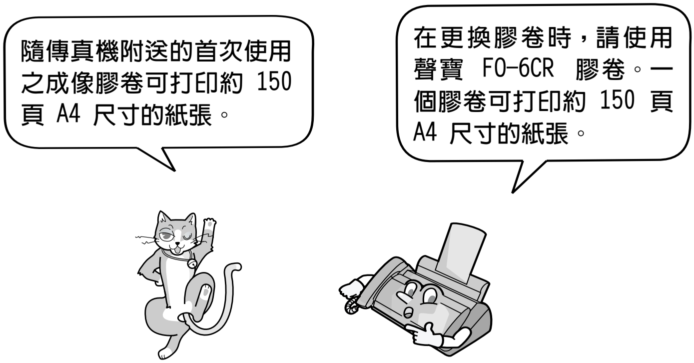


2 **將分機電話線連接至 TEL.SET（電話設定）插孔。**



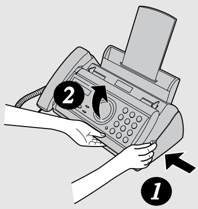
裝入膠卷

傳眞機使用成像膠卷產生列印的文字與影像。傳眞機中的列印頭會在成像薄膜上加熱使墨粉轉印到紙上。請執行以下步驟以裝入或更換膠卷。

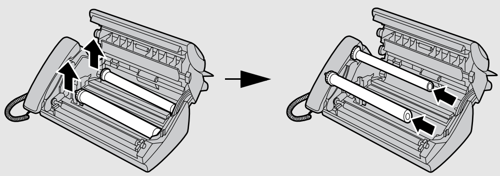


1 從供紙托架中取出紙張，抓住指孔向上拉開操作面板（按下 ❶）。

如果您是第一次裝入膠卷，請移至步驟 4。

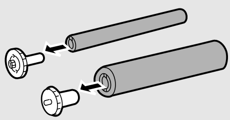


2 取出膠卷與空捲軸。



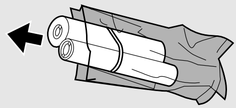
3 取下捲軸上的兩個綠色齒輪。

- 切勿丟棄這兩個綠色齒輪！



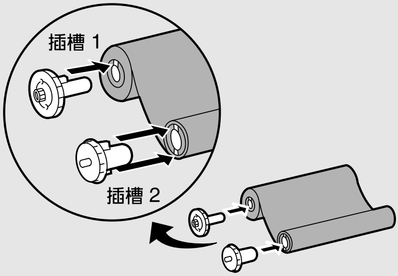
4 從包裝中取出新的膠卷。

- 剪斷將膠卷固定在一起的鬆緊帶。



5 插入綠色齒輪。

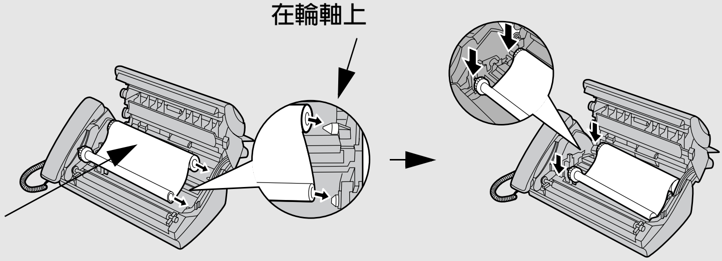
確保齒輪卡入滾筒末端的插槽中。



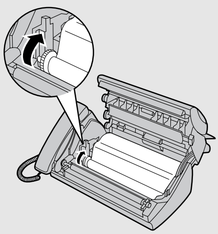
6 將膠卷插入打印槽。

將滾筒末端卡在輪軸上

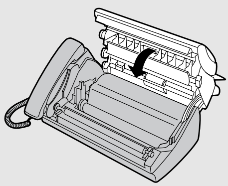
厚滾筒放在後方



7 如圖所示轉動前齒輪，直到膠卷拉緊。



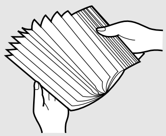
8 合上操作面板（自兩側按下以確保其卡入定位）。



放入打印紙

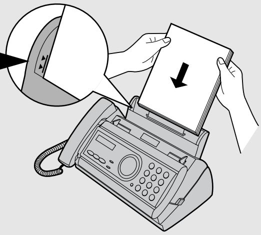
您可在供紙托架中放入最多 50 張 A4 尺寸、60-80 g/m2 的紙張（在室溫下，紙疊最高不應超過供紙托架的界線）。

1 **來回翻動紙張，然後在平面上輕垛紙疊的邊緣以使其整齊。**



2 **將紙疊放入托架中，打印面朝下。**

- 如果托架中尚有紙張，請將其取出並與新的紙張一起整理成一疊。
- 請務必正確放入紙張，以便能在紙張的**打印**面上進行打印。在非打印面上進行打印可能會導致很差的打印品質。
- 輕輕的將紙張放入供紙托架中。
- 請勿強行將紙張推入送紙槽中。



註：切勿使用打印過的紙張或捲曲的紙張進行打印。

註：只要顯示屏上顯示右邊的交替出現的訊息，請檢查打印紙。如果托架是空的，請添加紙張。如果托架中有紙張，請將其取出，然後重新放入紙張。在您放入紙張後，按下 START/MEMORY 。

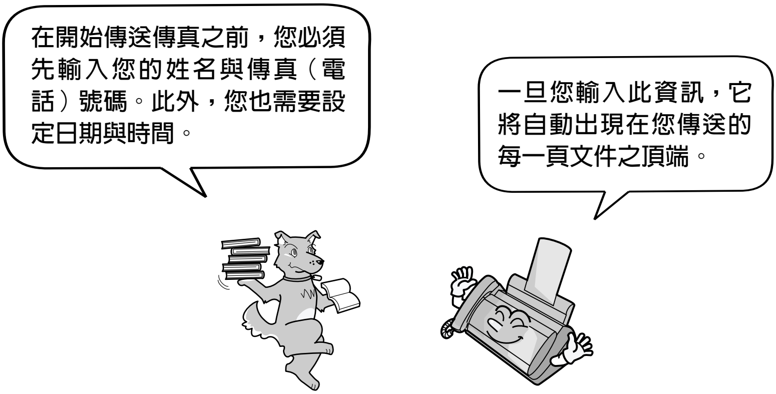
ADD PAPER &
（添加紙張並）
PRESS START KEY
（按下 START〔開始〕鍵）

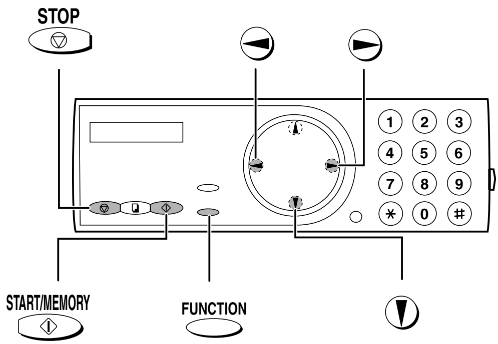
設定打印對比度

您的傳真機在出廠時已設定爲以正常對比度打印。如有必要，您可將打印對比度設定值變更爲 LIGHT（淡）。要設定打印對比度，請按下以下按鍵：

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ►，然後按 ▲ 兩下。	PRINT CONTRAST （打印對比度）
3	按一下 ►。	1:NORMAL （1：正常）
4	選擇打印對比度： NORMAL：（正常：）1 LIGHT：（淡：）2	顯示屏上將會簡略地顯示您的選擇，然後顯示： COPY CUT-OFF （中斷複印）
5	按下 STOP 以返回日期與時間顯示顯示屏。	

輸入您的姓名與傳真號碼





1 按一下 FUNCTION，然後按 ▼ 兩下。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 按一下 ► 。

OWN NUMBER SET

（本機號碼設定）

3 按一下 ► 。

ENTER FAX #

（輸入傳真號碼）

4 **透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。**

- 要在數字之間插入空格，請按下 #。要輸入「+」，請按下 *。
- 要清除錯誤，請按下 ◁。

5 **按下 START/MEMORY 以將傳真號碼輸入記憶體中。**

6 **透過按下代表每個英文字母的數字鍵（如下圖所示）來輸入您的姓名。您最多可輸入 24 個字元。**

範例：SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

- ♦ 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 ►。
- ♦ 要清除錯誤，請按下 ◁。
- ♦ 要輸入小寫英文字母，請持續按著該英文字母的按鍵，直到小寫英文字母出現。要輸入以下其中一個符號，請重複按下 # 或 *：. / ! " # $ % & ' ( ) ∗ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **按下 START/MEMORY**

顯示屏上將會顯示：

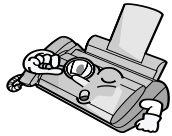
DATE&TIME SET

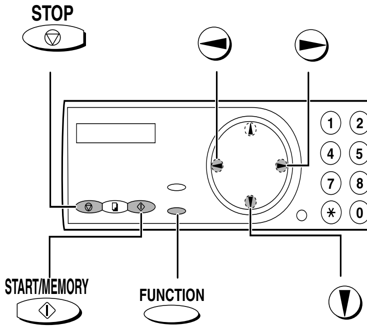
（日期和時間設定）

8 **按下 STOP 以返回日期與時間顯示屏。**

設定日期與時間

日期與時間將會出現在顯示屏上，並打印在每個傳真頁面的頂端。請依據下列程序設定日期與時間。





1 按一下 FUNCTION ，然後按 兩下。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 依次按一下 與 一下。

DATE&TIME SET

（日期和時間設定）

3 按一下

顯示屏上將會顯示目前設定的日期（範例）：

DATE 15-08-2001

（日期：2001 年 8 月 15 日）

4 輸入表示日期的兩位數數字（「01」至「31」）。

範例：5 日 0 5

DATE 05-08-2001

（日期：2001 年 8 月 5 日）

- 要更正錯誤，請按一下 以將游標移至出現錯誤的位置，然後輸入正確的數字。

5 輸入表示月份的兩位數數字（「01」表示一月、「02」表示二月、「12」表示十二月，以此類推）。

範例：一月 0 1 → DATE 05-01-2001

（日期：2001 年 1 月 5 日）

6 輸入年份（四位數）。

範例：2001 年 2 0 0 1 →

顯示屏上將會顯示目前設定的時間（範例）：

TIME 12:19

（時間：12:19）

7 輸入表示小時的兩位數數字（「00」至「23」）以及表示分鐘的兩位數數字（「00」至「59」）。

範例：9:25 0 9 2 5 → 05-JAN 09:25

（1 月 5 日 09:25）

8 按下 START/MEMORY 以啟動時鐘。 → ANTI JUNK #

（限制接收號碼）

9 按下 STOP 以返回日期與時間顯示屏。

設定接收模式

您的傳眞機具有以下四種接收傳送的傳眞和電話的模式：

FAX（**傳真**）模式：
如果您僅用來接收傳眞，請選擇此模式。傳眞機將自動接聽所有呼叫並接收傳送進來的傳眞。

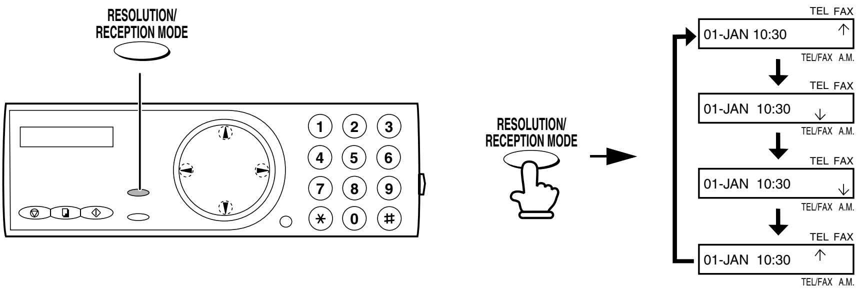
TEL（**電話**）模式：
此模式最適用於接聽來電。您亦可使用此模式來接收傳眞，但必須先透過拿起傳眞機的聽筒或連接至同一線路的分機之聽筒來接聽所有來電。

TEL/FAX（**電話 / 傳真**）模式：
此模式適用於接收傳眞與接聽語音來電。在收到呼叫時，傳眞機將探測該呼叫是否爲語音來電（包括手動撥號的傳眞），或自動撥號傳眞。如果是語音來電，傳眞機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳眞，傳眞機將開始自動接收。

A.M.（**留言機**）模式：
僅在您已將留言機連接至傳眞機，才可使用此模式（請參閱第 5 章）。在您外出時請選擇此模式，以讓留言機接聽留言，並讓傳眞機接收傳眞。

設定接收模式

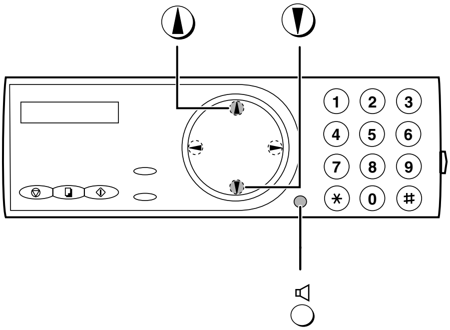
確保**文件送紙器中沒有放入**文件，然後按下 **RESOLUTION/ RECEPTION MODE** 直到顯示屏上的箭頭指向所要的模式。



要獲得有關在 FAX（傳眞）、TEL（電話）及 TEL/FAX（電話 / 傳眞）模式中接收傳眞的更多資訊，請參閱第 3 章的接收傳眞（第 37 頁）。要獲得有關使用 A.M.（留言機）模式的更多資訊，請參閱第 5 章。

調整音量

您可使用向上方向鍵與向下方向鍵來調整喇叭與響鈴器的音量。



喇叭

1 按下 [喇叭鍵]

2 按下 [▲] 或 [▼]，直到顯示屏顯示所要的音量等級。

- 再次按下 [喇叭鍵] 以關閉喇叭。

顯示屏上將會顯示：

SPEAKER:HIGH

（喇叭：高）

SPEAKER:MIDDLE

（喇叭：中等）

SPEAKER:LOW

（喇叭：低）

響鈴器

1 按下 ▲ 或 ▼。

（請確保未按下 🔈，聽筒並未拿起且送紙器中沒有放入文件。）

- 響鈴器將在選定的音量等級響鈴一次，然後顯示屏上將重新出現日期與時間。

顯示屏上將會顯示：

RINGER:HIGH
（響鈴器 ↕ ：高）
RINGER:MIDDLE
（響鈴器 ↕ ：中等）
RINGER:LOW
（響鈴器 ↕ ：低）
RINGER:OFF OK ?
（響鈴器：是否關閉？）

2 如果您選擇好了 RINGER:OFF OK ?（響鈴器：是否關閉？），請按下 START/MEMORY。

2. 傳送傳真

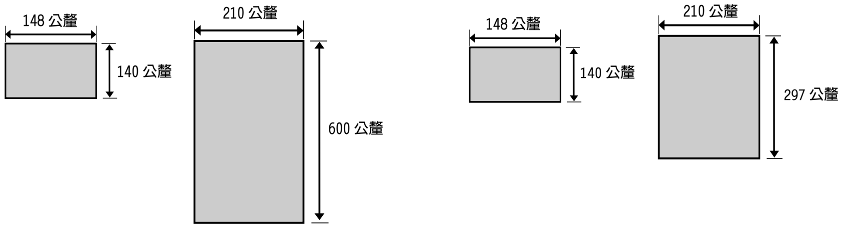
可傳送的文件

尺寸與重量

您選擇一次放入一頁或一次放入多頁，將決定您可在文件送紙器中放入的文件尺寸與重量。

一次放入一頁： **一次最多放入 10 頁：**

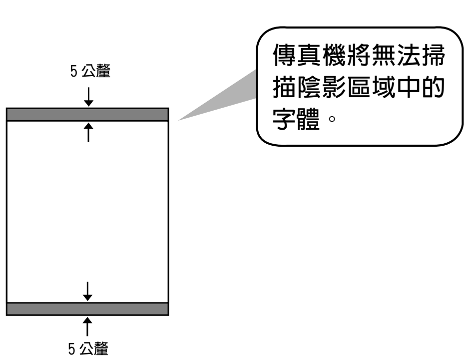
最小尺寸 最大尺寸 最小尺寸 最大尺寸



最小重量 最大重量 最小重量 最大重量

52 g/m² **157 g/m²** **52 g/m²** **80 g/m²**

註：系統將不會掃描文件邊緣的字體或圖形。



其他限制

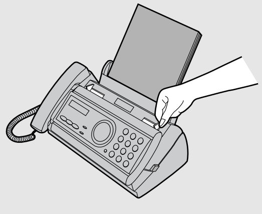
- ♦ 掃描器無法識別黃色、淺黃綠色或淺藍色的墨水。
- ♦ 在將文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。
- ♦ 在將文件放入送紙器之前，所有的迴形針、釘書針和釘均須先從文件上取下。否則，傳真機可能會因而損毀。
- ♦ 凡是有修補過的、含膠帶的、撕破的、小於最小尺寸的、可複寫的、易弄髒的或滑面的文件均應事先複印，然後再將副本放入送紙器中。

放入文件

送紙器一次最多可放入 10 頁的紙張。這些紙張將從底部頁面開始自動放入傳真機中。

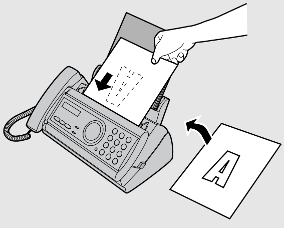
- ♦ 如果您要傳送或複印超過 10 頁的文件，您可在掃描最後一頁的前一刻，將附加的紙張小心地輕放在送紙器中。請勿嘗試強行推入紙張，因為這樣可能會導致雙重送紙或夾紙的情況發生。
- ♦ 如果您的文件中包含幾頁大或厚的紙張，且這些紙張必須一次一頁地放入，請在掃描前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

1 **將文件導板調整至符合您的文件寬度。**



2 **將文件正面朝下插入文件送紙器。文件的頂端邊緣必須先放入送紙器中。**

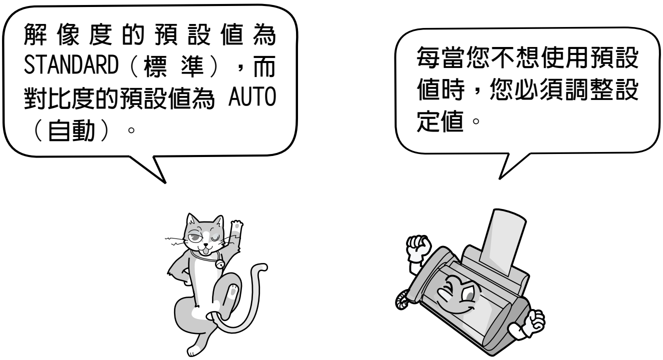
- 顯示屏上將會出現 READY TO SEND（傳送就緒）訊息。



3 **請按照以下的解像度與對比度所述，調整解像度與 / 或對比度設定值，然後如第 28 頁所述，撥打接收方傳真機號碼。**

調整解像度與對比度

如有必要，您可在傳送文件之前先調整解像度與對比度。



註：解像度與對比度的設定值僅適用於傳送文件，對於接收文件則無效。

解像度設定值

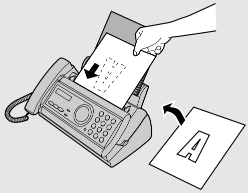
STANDARD（**標準**）	對於一般文件，請使用 STANDARD（標準）設定值。這是最快且最經濟的文件傳送方式。
FINE（**細緻**）	對於含有小字體或精緻圖形的文件，請使用 FINE（細緻）設定值。
SUPER FINE（**精緻**）	對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE（精緻）設定值。
HALF TONE（**半色調**）	對於相片與插圖，請使用 HALF TONE（半色調）設定值。傳真機會以 64 灰階陰影傳送正本文件。

對比度設定值

AUTO（自動）	對於一般文件，請使用 AUTO（自動）設定值。
DARK（深色）	對於文字模糊的文件，請使用 DARK（深色）設定值。

1 **放入文件。**

- 您必須先放入文件，然後才可調整解像度與對比度。



2 **按一下或多下 RESOLUTION/RECEPTION MODE 直到顯示屏上出現所要的解像度與對比度設定值。**

- 在您第一次捲動解像度設定值清單時，對比度設定值為 AUTO（自動）的訊息將出現在每個解像度設定值的旁邊。在您第二次捲動清單時，顯示屏上將出現對比度設定值為 DARK（深色）的訊息。

顯示屏上將會顯示：

STANDARD :AUTO
（標準 ：自動）
↓
FINE :AUTO
（細緻 ：自動）
↓
SUPER FINE :AUTO
（精緻 ：自動）
↓
HALF TONE :AUTO
（半色調 ：自動）
↓
STANDARD :DARK
（標準 ：深色）
↓
↓
HALF TONE :DARK
（半色調 ：深色）

註：如果您要使用 FINE（細緻）或 SUPER FINE（精緻）解像度傳送文件，那麼接收方傳真機也必須具有相同的解像度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

透過普通撥號傳送傳真

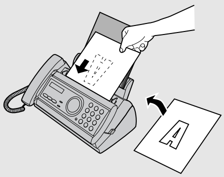
如果要使用普通撥號，您可拿起聽筒（或按下 ），然後透過按下數字鍵進行撥號。

♦ 如果有人接聽，則您可先透過聽筒與他們通話，然後才傳送傳眞（如果您已按下 ，則必須拿起聽筒與他們通話）。

♦ 普通撥號容許您聆聽線路訊號並確定對方的傳眞機是否有回應。

1 放入文件。

• 如有必要，請按下 RESOLUTION/ RECEPTION MODE 以設定解像度與／或對比度。

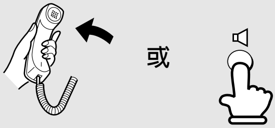


顯示屏上將會顯示：

READY TO SEND

（傳送就緒）

2 拿起聽筒或按下 。聆聽撥號音。



3 透過按下數字鍵，撥打接收方傳真機號碼。



4 等待連接。取決於接收方傳真機的設定值，您將聽到傳真訊號或對方接聽的聲音。

• 如果對方接聽，要求對方按下其傳眞機的開始鍵（如果您已按下 ，請拿起聽筒與他們通話）。這樣可使接收方傳眞機發出傳眞訊號。

5 **在您聽到傳真訊號時，請按下 START/MEMORY 。如果您使用的是聽筒，請將其放回原處。**

- 在傳送完成後，傳真機會發出一次嗶聲。

透過自動撥號傳送傳真

您最多可在傳真機中儲存 30 個自動撥號的傳真或電話號碼。

♦ 要撥打自動撥號號碼，請按下 ▶ 直到顯示屏上出現所要的號碼，然後按下 START/MEMORY 。

將傳真與電話號碼儲存為自動撥號號碼

1 **依次按一下 FUNCTION 與 ▶ 一下。**

顯示屏上將會顯示：

<NEW NUMBER> ▶

（＜新號碼＞）

2 **按一下 ▶ 。**

ENTER FAX #

（輸入傳真號碼）

3 **透過按下數字鍵輸入傳真或語音號碼，最多可輸入 32 位數。**
（註：無法輸入空格。）

- 要清除錯誤，請按下 ◁ 。
- 如果爲了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 FUNCTION 。暫停將以連字號顯示 （每次暫停將持續兩秒）。您可在一列內輸入多次暫停。

4 **按下 START/MEMORY**

5 **透過按下代表每個英文字母的數字鍵（如下圖所示）以輸入名稱。您最多可輸入 15 個字元（如果您不想輸入名稱，請直接移至步驟 6）。**

範例：SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

- 要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 ► 。
- 要輸入小寫英文字母，請持續按著該英文字母的按鍵，直到小寫英文字母出現。要輸入以下其中一個符號，請重複按下 # 或 ∗ ：. / ! " # $ % & ’ ( ) ∗ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

6 **按下** START/MEMORY

顯示屏上將會顯示：

<NEW NUMBER>

（＜新號碼＞）

7 **返回步驟 2 以儲存另一個號碼，或按下** STOP **以返回日期與時間顯示屏。**

註：傳真機使用的是鋰電池，可在電源關閉時將自動撥號號碼與其他設定的資訊儲存在記憶體中。在電源關閉時，所消耗的主要是電池電能。如果電源一直關閉，則電池的使用壽命大約為 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

編輯與清除自動撥號號碼

如果您要變更之前儲存的自動撥號號碼或清除號碼，請執行以下步驟：

1 **依次按一下 FUNCTION 與 ► 一下。**

顯示屏上將會顯示：

<NEW NUMBER>

（＜新號碼＞）

2 **按下 ▲ 或 ▼，直到顯示屏上出現您要編輯或清除的號碼。**

3 **按一下 ►**

1=EDIT, 2=CLEAR

（1 ＝ 編輯，2 ＝ 清除）

4 **選擇 EDIT（編輯）或 CLEAR（清除）：**

EDIT（編輯）： 1

CLEAR（清除）： 2

- 如果您選擇了 CLEAR （清除），請移至步驟 8。

5 **如果您選擇了 EDIT（編輯），請根據需要變更號碼。**

- 按下 ◄ 或 ► 以將游標移至您要變更的數字，然後輸入新的數字。新的數字將取代舊的數字。
- 如果您不想變更號碼，請直接移至步驟 6。

6 **按下 START/MEMORY**

7 **根據需要變更名稱。**

- 按下 ◄ 或 ► 以將游標移至您要變更的英文字母，然後重複按下適當的數字鍵，直到顯示屏上出現所要的英文字母（請參閱第 30 頁的步驟 5）。新的英文字母將取代舊的英文字母。
- 如果您不想變更名稱，請直接移至步驟 8。

8 按下 START/MEMORY

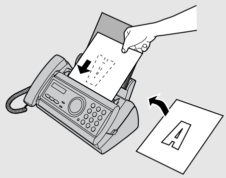
9 返回步驟 2 以編輯或清除另一個號碼，或按下 STOP 以返回日期與時間顯示屏。

使用自動撥號號碼

一旦儲存了傳員或電話號碼，您即可使用它傳送傳員或撥打電話。

1 如果您要傳送傳真，請放入文件。

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。



顯示屏上將會顯示：

READY TO SEND

（傳送就緒）

2 按下 ►（或 ◄），直到顯示屏上出現對方的名稱（如果未儲存名稱，則顯示屏上將出現號碼）。

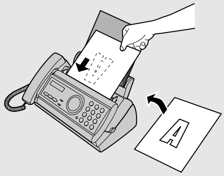
3 如果您要傳送傳真，請按下 START/MEMORY。傳真機將開始撥號與傳送。

如果您要撥打電話，請拿起聽筒。傳真機將開始撥號。

透過直接按鍵撥號傳送傳真

您也可使用數字鍵來輸入完整的號碼，然後按下 START/MEMORY 鍵以開始撥號。如果您無需在傳真前和對方通話，您可使用此方法撥打完整的號碼。

1 **放入文件。**



- 如有必要，請按下 RESOLUTION/ RECEPTION MODE 以設定解像度與 / 或對比度。

顯示屏上將會顯示：

READY TO SEND

（傳送就緒）

2 **透過按下數字鍵來輸入接收方傳真機的號碼。**

- 如果為了存取某項特殊服務或接通外線而需要在任何數字之間暫停，請按下 FUNCTION。暫停將以連字號顯示（每次暫停將持續兩秒）。您可在一列內輸入多次暫停。

3 **檢查顯示屏。如果顯示屏上顯示的接收方傳真機號碼正確，請按下 START/MEMORY。**

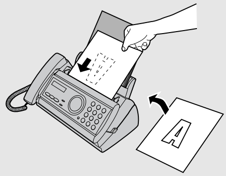
- 如果號碼不正確，請按下 STOP 以退回並清除（每按一次清除一個數字），然後重新輸入正確的數字。

重複撥號

您可自動重撥最後一次撥打的號碼。此步驟可用來傳送傳眞或撥打電話。

1 如果您要傳送傳真，請放入文件。

- 如有必要，請按下 RESOLUTION/ RECEPTION MODE 以設定解像度與 / 或對比度。



顯示屏上將會顯示：READY TO SEND

（傳送就緒）

2 按一下 。顯示屏上將出現 <REDIAL>（＜重複撥號＞），然後出現最後一次撥打的號碼。請確保出現的號碼是您要撥打的號碼。

3 如果您要傳送傳真，請按下 START/MEMORY 。傳真機將開始撥號與傳送。

如果您要撥打電話，請拿起聽筒。傳真機將開始撥號。

自動重複撥號

如果您在線路忙碌時使用自動撥號功能（包括直接按鍵撥號）傳送傳眞，則傳眞機將自動重撥該號碼。傳眞機將每隔五分鐘嘗試重複撥號三次。在這段時間內，顯示屏上將出現 RECALLING（正在重複撥號）訊息，然後出現一個已指定至該傳眞工作的兩位數數字。在顯示屏上出現此訊息時，您將無法撥號至其他號碼。

- ♦ 要停止自動重複撥號，請按下 STOP 。
- ♦ 在某些情況下（例如，如果對方透過電話來接聽來電），自動重複撥號可能會在傳眞機嘗試重複撥號兩次之前就停止。

透過記憶體傳送傳真

您可將文件掃描至傳真機的記憶體中，然後透過記憶體傳送文件。這樣可提高傳送速度並容許您透過執行一項作業即可將傳真傳送至多個目的地。在傳送結束後，文件將會自動從記憶體清除。

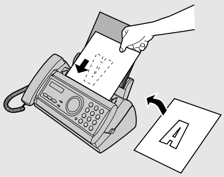
廣播傳送 （將傳真傳送至多個目的地）

此功能容許您僅執行一項作業即可將同一份傳真傳送至 20 個不同的地點。

♦ 在將傳真傳送至多個地點時，您僅可使用自動撥號號碼撥打接收方傳真機的號碼。

1 放入文件。

- 如有必要，請按下 RESOLUTION/ RECEPTION MODE 以設定解像度與 / 或對比度。



2 按下 START/MEMORY

3 按下 ▶（或 ◀），直到顯示屏上出現號碼的名稱（如果未儲存名稱，則號碼將會出現）。

4 按下 ▼ 以選擇號碼。

5 如要把傳真傳送到其他地點（最多 20 個），請重複執行步驟 3 與 4。

- 要檢查選定的地點，請按下 ▲ 以捲動尋找這些地點。要刪除某個地點，請捲動至該地點，然後按下 STOP。

6 **準備開始傳送時，請按下 START/MEMORY 。**

- 廣播傳送完成後，傳真機將自動打印執行報告。請檢查報告中的「Note（附註）」欄以查看是否有任何地點標記為「Busy（佔線）」，或是否存在通訊錯誤代碼。若出現上述情況，請再次將文件傳送至這些地點。

記憶體傳送

您亦可透過記憶體將傳真傳送至一個地點。在傳送至經常佔線的地點時，此功能為您提供極大的便利：您無需等到作業完成後再取走正本文件，亦可使送紙器騰出空間來進行其他作業。

要透過記憶體傳送傳真，請放入文件並按下 START/MEMORY ，然後使用以下其中一種方法撥號：

- ♦ 按下數字鍵以輸入傳真號碼，然後按下 START/MEMORY 。
- ♦ 重複按下 ► 以選擇自動撥號號碼，然後按下 START/MEMORY 。
- ♦ 按一下 ◄ 以選擇最後一次撥打的號碼，然後按下 START/MEMORY 。

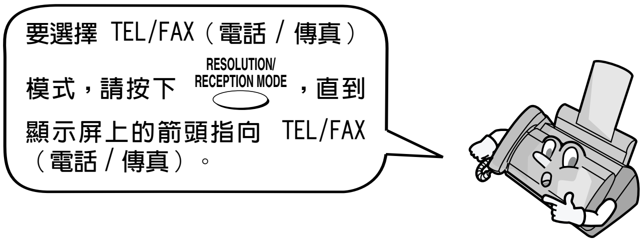
如果記憶體已滿 . . .

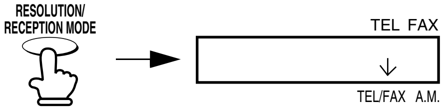
在掃描文件時，如果記憶體已滿，顯示並屏上將會交替出現 MEMORY IS FULL（記憶體已滿）與 SEE MANUAL（請參閱操作手冊）訊息。

- ♦ 如果您要傳送已儲存在記憶體中的頁面，請按下 START/MEMORY 。其剩餘的頁面會從送紙器中退出。在傳送結束後，記憶體中的內容將被清除，同時您可繼續傳送剩餘的頁面。此外，您也需要傳送那些恰好在記憶體已滿時掃描到的頁面。
- ♦ 如果您要取消整個傳送作業，請按下 STOP 。

3. 接收傳真

使用 TEL/FAX（電話 / 傳真）模式





在接收模式設定為 TEL/FAX（電話 / 傳真）時，傳真機會在兩聲響鈴後自動接聽所有呼叫。在接聽後，傳真機會監視線路約五秒鐘，以查看呼叫方是否正在傳送傳真訊號。

- ♦ 如果傳真機探測到傳真訊號（這表示呼叫為自動撥號傳真），則會自動開始接收傳送進來的文件。
- ♦ 如果傳真機沒有探測到傳真訊號（這表示呼叫為語音來電或手動撥號傳真），則會響鈴 15 秒鐘（稱為虛擬響鈴）以提示您接聽。如果您沒有在 15 秒內接聽，傳真機將傳送傳真訊號到對方的傳真機，以讓呼叫方在必要時手動傳送傳真。

註：僅採用傳真機才可透過虛擬響鈴來提示您接聽語音來電或接收手動撥號傳真。連接至同一線路的分機在連接傳真機後將不會響鈴。

TEL/FAX（電話 / 傳真）模式的虛擬響鈴持續時間

如有必要，您可變更 TEL/FAX（電話 / 傳真）模式的虛擬響鈴持續時間。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING ▲▼▶

（選項設定）

2 按一下 ，然後按 四下。

PSEUDO RING
（虛擬響鈴）

3 按一下 。

1=15 SECONDS
（1 = 15 秒）

4 輸入以下代表所要的持續時間之數字：

1	15 SEC	15 秒
2	30 SEC	30 秒
3	60 SEC	60 秒
4	120 SEC	120 秒

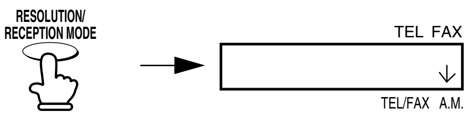
顯示屏上將會簡略地顯示您的選擇，然後顯示：

QUIET TIME
（靜默時間）

5 按下 STOP 以返回日期與時間顯示屏。

使用 A.M.（留言機）模式

要選擇 A.M.（留言機）模式，請按下 RESOLUTION/ RECEPTION MODE ，直到顯示屏上的箭頭指向 A.M.（留言機）。

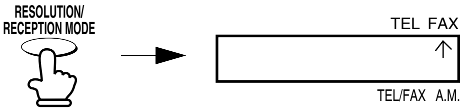


在 A.M.（留言機）模式中，如果您已將留言機連接至傳真機，則傳真機將會自動接聽留言和接收傳真訊息。請參閱第 5 章以獲得更多詳細資訊。

使用 FAX（傳真）模式

要選擇 FAX（傳真）模式，請按下 RESOLUTION/RECEPTION MODE，直到顯示屏上的箭頭指向 FAX（傳真）。

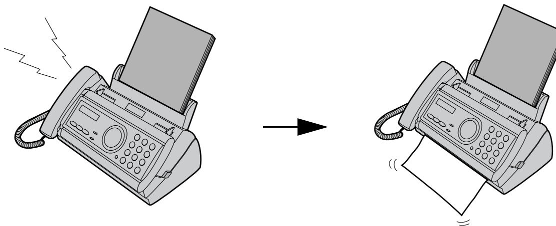




在接收模式設定爲 FAX（傳眞）時，傳眞機將會在兩聲響鈴後自動接聽所有呼叫，並接收傳送進來的傳眞。

◆ 如果您在傳眞機接聽之前拿起聽筒，則您可與對方通話並 / 或接收傳眞（如第 40 頁的使用 TEL〔電話〕模式所述）。

2 聲響鈴　　　　接收傳真



變更響鈴次數

如有必要，您可變更傳眞機在 FAX（傳眞）和 TEL/FAX（電話 / 傳眞）模式下接聽傳送進來的呼叫之響鈴次數。您可選擇從 2 至 5 的任何數字。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING ▲▼▶

（選項設定）

2 按一下 ◉ 。

NUMBER OF RING
（響鈴次數）

3 按一下 ◉ 。

ENTER (2-5) (2)
（輸入［2-5］［2]）

4 輸入所要的響鈴次數（從 2 至 5 的任何數字）。

範例：3 聲響鈴 ③

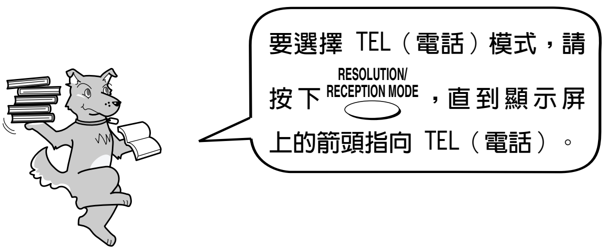
顯示屏上將會簡略地顯示您的選擇，然後顯示：

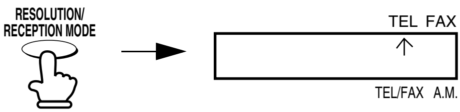
FAX REMOTE #
（遙距傳真號碼）

5 按下 STOP 以返回日期與時間顯示屏。

註：如果您使用雙音辨號，則無論上述設定值如何，傳眞機將會在兩聲響鈴後接聽呼叫。

使用 TEL（電話）模式

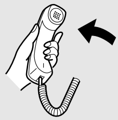




在接收模式設定爲 TEL（電話）時，您必須拿起傳眞機或連接至同一線路的分機之聽筒，才可接聽所有呼叫。

使用傳真機聽筒接聽

1 在傳真機響鈴時拿起聽筒。



2 如果您聽到傳真訊號，請等到顯示屏上顯示 RECEIVING（正在接收）訊息後，才將聽筒放回原處。



RECEIVING

（正在接收）

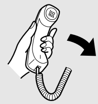
> **註**：如果您已將傳真訊號接收設定值（第 42 頁）設定為 NO（否），請按下 START/MEMORY 以開始接收。

3 如果對方要與您先進行通話然後再傳送傳真，請在通話後按下 START/MEMORY（請在寄件者按下他們的開始鍵之前先按下該鍵）。

- 在顯示屏上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。

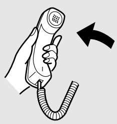
START/MEMORY → RECEIVING

（正在接收）



使用分機接聽

1 在分機響鈴時接聽。



2 如果您聽到柔和的傳真訊號，請等待傳真機回應（分機將無回應），然後再掛上聽筒。



3 如果傳真機無回應，或對方要先與您通話後再傳送傳真，請在分機上按一下 5 ，然後按兩下 * （僅適用於音頻式電話）。這將通知傳真機開始接收傳真。接著再掛上聽筒。

- 如果您已將傳眞訊號接收設定值（請參閱以下內容）設定爲 NO（否），則必須執行以上步驟。
- 如果傳眞機的送紙器中已放入文件，傳眞機將不接受開始接收的訊號（5**）。

可選的接收設定值

傳真訊號接收

如果您在透過傳眞機或分機接聽呼叫後聽到柔和的傳眞訊號，則傳眞機將自動開始接收。如果您在同一條線路上使用電腦傳眞數據機傳送文件，則您必須先關閉此功能，以防止傳眞機錯誤地嘗試從電腦傳眞數據機接收文件。請執行以下步驟以變更設定值。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按一下 ▶ ，然後按 ▲ 五下。

FAX SIGNAL RX

（傳真訊號接收）

3 按一下 ⊜ 。

1=YES, 2=NO
（1 = 是，2 = 否）

4 按下 (1) 以開啓該功能，或按下 (2) 以將其關閉。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

CALLER-ID
（來電顯示）

5 按下 STOP 以返回日期與時間顯示屏。

變更遙距啓動傳真的號碼

如有必要，您可使用 5 以外的數字，從分機上啓動傳眞接收功能。您可選擇從 0 至 9 的任何數字。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING
（選項設定）

2 依次按一下 ⊜ 與 ▼ 一下。

FAX REMOTE #
（遙距傳真號碼）

3 按一下 ⊜ 。

ENTER (0-9) (5)
（輸入 [0-9] [5]）

4 輸入所要的數字（從 0 至 9 的任何數字）。

範例：3 (3)

顯示屏上將會簡略地顯示您的選擇，然後顯示：

TRANSACTION
（執行）

5 按下 STOP 以返回日期與時間顯示屏。

接收比例

傳眞機在出廠時已設定爲自動縮小接收到的文件尺寸，以符合打印紙的尺寸。這樣便可確保不會截斷文件邊緣上的資料。如有必要，您可關閉此功能，並以實際大小打印接收到的文件。

- 如果文件因太長而不符合打印紙的大小，則剩餘部份將打印在第二頁上。在這種情況下，截斷點可能會出現在一行的中間位置。
- 如果接收到的文件太大並包含過多的細緻圖形或影像，或以高解像度傳送，則自動縮小功能就可能無效。在這種情況下，文件的剩餘部份將打印在第二頁上。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ►，然後按 ▲ 三下。	RECEIVE RATIO （接收比例）
3	按一下 ►。	1=AUTO, 2=100% （1 = 自動，2 = 100%）
4	按下 1 以選擇 AUTO（自動），或按下 2 以選擇 100%。	顯示屏上將會簡略地顯示您的選擇，然後顯示： PRINT CONTRAST （打印對比度）
5	按下 STOP 以返回日期與時間顯示屏。	

替代接收至記憶體

在無法打印的情況下（例如傳真機無紙、需要更換膠卷或夾紙），傳送進來的傳真將會接收至記憶體中。

在您將文件接收至記憶體時，顯示屏上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體中）訊息，並交替出現 ADD PAPER & PRESS START KEY（添加紙張並按下 START〔開始〕鍵）或 CHECK FILM/CHECK COVER/CHECK PAPER JAM（檢查膠卷 / 檢查槽蓋 / 檢查夾紙）訊息。在您添加紙張（並按下 

）、更換膠卷或清除夾紙之後，儲存的文件將會自動打印出來。

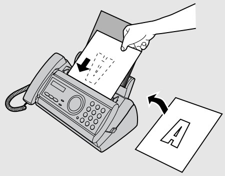
注意！
如果記憶體中儲存了文件，請勿關閉電源，否則所有文件的內容將被清除。

4. 複印

您的傳真機亦可用來複印文件。您可使用傳真機複印一份或多份文件（每份正本文件最多可複印 99 份），這樣您的傳真機就兼具辦公用複印機的功能了。

1 **將文件正面朝下放入（最多 10 頁）。**

- 如有必要，請按下 RESOLUTION/RECEPTION MODE 以設定解像度與／或對比度。
（複印的解像度預設值爲 FINE〔細緻〕。）



顯示屏上將會顯示：READY TO SEND

（傳送就緒）

2 **如有必要，請選擇放大／縮小設定值，並／或選擇每份正本文件的複印份數：**

- ENLARGE/REDUCE（放大／縮小）：按下 ▲ 或 ▼ 直到顯示屏上出現所要的設定值。可選擇的設定值包括：100%、125%、135%、50%、73%、88%、94% 及 AUTO（自動）（預設值爲 100%）。

範例：請按兩下 ▲ → RATIO:125% **（比例：125%）**

- 每份正本文件的複印份數：按下數字鍵以輸入一個從 1 至 99 的數字（預設值爲 1）。

範例：按下 5 以複印五份文件 → 5

3 **在您準備開始複印時，請按下** COPY/HELP。

如果顯示屏上出現 MEMORY IS FULL（記憶體已滿）訊息 ...

如果在掃描文件時記憶體已滿，顯示屏上將會交替出現 MEMORY IS FULL（記憶體已滿）與 SEE MANUAL（請參閱操作手册）訊息，且文件會自動退出。如果您將解像度設定爲 SUPER FINE（精緻）、選擇了某個放大/縮小設定值，或要對每份正本文件複印多份副本，則可能會出現此情況。爲避免佔用過多的記憶體，請將解像度設定爲 STANDARD（標準）或 FINE（細緻），將放大／縮小比例設定爲 100%，並僅對每份正本文件複印一份副本。

中斷複印

在複印長度超過打印紙的文件時，您可使用中斷複印設定值來選擇是否截斷文件的剩餘部份或在第二頁上繼續打印。起始設定值為 YES（是，截斷剩餘部份）。要變更此設定值，請執行以下步驟。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 依次按一下 ► 與 ▲ 一下。

COPY CUT-OFF

（中斷複印）

3 按一下 ►。

1=YES, 2=NO

（1 = 是，2 = 否）

4 按下 1 以將中斷複印設定為 YES（是，文件的剩餘部份將不會打印），或按下 2 以將中斷複印設定為 NO（否，剩餘部份將打印在第二頁）。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

NUMBER OF RING

（響鈴次數）

5 按下 STOP 以返回日期與時間顯示屏。

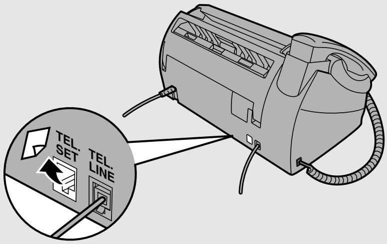
5. 留言機的連接

連接留言機

如有必要，您可將留言機連接至傳真機的 TEL.SET（**電話設定**）插孔。這將容許您在外出時接收留言與傳真。

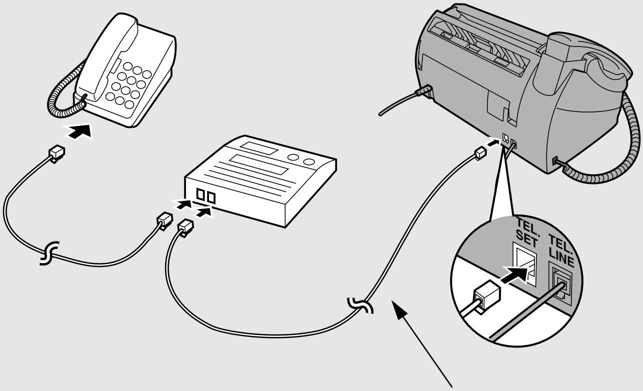
♦ **重要事項**：如果未將留言機連接至傳真機上的 TEL.SET（**電話設定**）插孔（如圖所示），則設定操作將無法正常執行。

1 **取下覆蓋** TEL.SET（**電話設定**）**插孔的封條**。



2 **將留言機的電話線路插孔連接至** TEL.SET（**電話設定**）**插孔**。

● 如有必要，您可將電話分機連接至留言機的電話分機插孔。



變更外出留言訊息

您應變更留言機的外出留言訊息 (OGM)，以告知要傳送傳眞的來電者按下他們的開始鍵。例如，您可錄製以下留言訊息：

「您好，這裏是 ABC 公司。現在無人接聽您的來電。請在嗶聲後留言或按下您傳眞機的開始鍵以傳送傳眞，謝謝。」

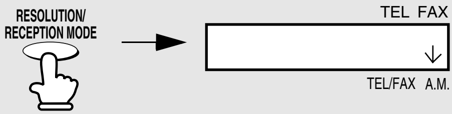
◆ 請儘量將訊息限制在 10 秒以內。如果訊息過長，您可能無法順利接收透過自動撥號傳送的傳眞。

◆ 如果您的外出留言訊息必須超過 10 秒，請在訊息的開頭處暫停大約四秒。這樣，傳眞機將有機會探測到在使用自動撥號時傳送的傳眞訊號。

啓動留言機的連接

在您外出之前，請按照以下步驟啓動留言機的連接：

1 **將接收模式設定為** A.M.（**留言機**）。



2 **將您的留言機設定為自動接聽**。

◆ 您的留言機必須設定爲最多在兩聲響鈴後接聽。否則，您可能無法接收到透過自動撥號傳送的傳眞。

註：如果您的留言機具有遙距擷取功能，請確保用來啓動遙距擷取功能的代碼不同於透過分機啓動傳眞接收的代碼（請參閱第 3 章的接收傳眞）。如果這兩個代碼相同，則傳眞機將會在您從其他電話輸入此代碼以擷取訊息時啓動。

留言機模式的操作方式

在您外出時，您的留言機將會接聽所有來電，並播放外出留言訊息。來電者可留言。在這段時間內，傳真機將靜悄悄地監視線路狀況。如果您的傳真機探測到傳真訊號或超過四秒的寂靜時間，它將會操控線路並開始接收。

◆ 如果連線狀況不佳或線路有噪音,則留言機與 / 或傳真機可能無法正常回應。

◆ 惟有在收到傳真訊息後，留言機上的來電計數器才會表示留言已接收。

◆ 爲了防止傳真機在您使用其他電話打進來或使用分機接聽來電時操控線路並開始接收，請按下電話撥號盤上的任何三個按鍵（除了用來啓動傳真接收的代碼「5」、「*」及「*」以外）。此方法僅適用於音頻式撥號電話。



可選的 A.M.（留言機）模式設定值

如有必要，您可使用以下設定值來改善留言機在運作期間回應來電時的品質。

靜默探測時間

如果傳真機在留言機接聽來電後探測到某段寂靜時間，則此功能會使傳真機操控線路並開始接收。

可選擇的寂靜時間為 1 至 10 秒。在出廠時靜默探測時間已設定為 4 秒。此設定值將使大多數留言機達到最佳效能。但是，您可能需要根據留言機的中斷時間來調整此設定值。

某些留言機的斷線時間可能非常快速（等於或略少於 4 秒），這表示留言機可能在開始接收傳真之前就已中斷線路。在這種情況下，請嘗試將靜默探測時間設定值變更為大約 3 秒。

如果傳真機在來電者開始留言之前就已斷線，請嘗試使用更長的靜默探測時間設定值。如果您的外出留言訊息包含一段寂靜時間，請確保所設定的時間比該寂靜時間來得長，或重新錄製您的外出留言訊息以縮短寂靜時間。

註：您可透過輸入「00」來設定時間以關閉靜默探測時間。但請注意，傳真機將無法接收透過普通撥號手動傳送的傳真。

要變更此設定值，請執行以下步驟。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ► ，然後按 ▼ 五下。	QUIET TIME （靜默時間）
3	按一下 ► 。	ENTER (00-10) 04 （輸入［00-10］04）
4	輸入一個從 01 至 10 的數字，或輸入 00 以關閉此功能。 範例：3 秒 0 3	顯示屏上將會簡略地顯示您的選擇，然後顯示： QUIET START （靜默開始）
5	按下 STOP 以返回日期與時間顯示屏。	

靜默探測開始時間

您可使用此設定值來延遲啓動靜默探測時間功能。例如，如果您要在留言機的外出留言訊息開始處插入暫停時間以確保傳眞機能清楚地探測到傳眞訊號，您可使用此設定值來延遲寂靜探測的開始，這樣傳眞機就不會因探測到暫停時間而操控線路。

在出廠時靜默探測開始時間已設定爲五秒。您可輸入和所需延遲秒數一樣的兩位數數字以變更此設定值，或輸入 00 以關閉此功能。一般上，延遲時間應比外出留言訊息前的暫停時間稍長。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ►，然後按 ▼ 六下。	QUIET START （靜默開始）
3	按一下 ►。	ENTER (00-15) 05 （輸入［00-15］05）
4	輸入延遲秒數的 2 位數數字（從 01 至 15），或輸入 00 以關閉此功能。 範例：5 秒 0 5	顯示屏上將會簡略地顯示您的選擇，然後顯示： ON A.M. FAILURE （留言機出現故障）
5	按下 STOP 以返回日期與時間顯示屏。	

留言機出現故障

在開啓此功能後，如果留言機由於某些原因無法在 5 聲響鈴後接聽來電，則將會由傳眞機接聽。這可確保您即使在留言機的磁帶已錄滿內容，或留言機沒有開啓時，都可接收傳眞訊息。

此功能在出廠時已被關閉。如果您要開啓此功能，請執行以下步驟：

註：
在開啓此功能時，請確保留言機已設定爲在 4 聲（或更少）響鈴後接聽。否則，傳眞機將一直搶先接聽，因而導致來電者無法留言。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ▶，然後按 ▼ 七下。	ON A.M. FAILURE （留言機出現故障）
3	按一下 ▶。	1=YES, 2=NO （1 = 是，2 = 否）
4	按下 1 以開啓此功能，或按下 2 以將其關閉。	顯示屏上將會簡略地顯示您的選擇，然後顯示： DUPLEX RINGING （雙音辨號）
5	按下 STOP 以返回日期與時間顯示屏。	

6. 特殊功能

來電顯示（需要另行申請的服務）

如果您向電訊公司申請來電顯示服務，則您可設定傳眞機以在響鈴時顯示來電者的姓名和號碼。

重要事項：

- ♦ 要使用此功能，您必須向電訊公司申請來電顯示服務。
- ♦ 您的傳眞機可能無法與某些來電顯示服務配合使用。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ► ，然後按 ▲ 四下。	CALLER-ID （來電顯示）
3	按一下 ► 。	1=YES, 2=NO （1 = 是，2 = 否）
4	按下 1 （YES〔是〕）以開啓來電顯示功能。 （要關閉來電顯示功能，請按下 2 ）	顯示屏上將會簡略地顯示您的選擇，然後顯示： RECEIVE RATIO （接收比例）
5	按下 STOP 以返回日期與時間顯示屏。	

來電顯示功能的操作方式

在您接收呼叫時，顯示屏上將在開始第二聲響鈴前的那一刻，交替出現來電者的姓名與電話號碼。此資訊會一直顯示，直到線路中斷爲止。

註：某些來電顯示服務可能不會提供來電者的姓名。在這種情況下，顯示屏上僅會出現電話號碼。

顯示屏範例

JOHN DOE	◀━▶	525-8693
來電者姓名		**來電者電話號碼**

顯示屏訊息

如果傳眞機在響鈴時沒有顯示來電者資訊，則顯示屏上將出現以下某則訊息：

NO SERVICE **（無提供服務）**	沒有收到電訊公司的來電者資訊。請確保電訊公司已啓動您的服務。
CALLER-ID ERROR **（來電顯示發生錯誤）**	電話線路上的噪音影響來電者資訊的接收。
PRIVATE CALL **（私人呼叫）**	電訊公司在來電者的請求下未提供來電者資訊。

檢視來電顯示清單

如果您申請了來電顯示服務，並已開啓來電顯示功能，則傳眞機將會保存您最近接收到的 30 個呼叫與傳眞資訊。您可在來電顯示清單中檢視此資訊（包含每位來電者的姓名與號碼）。

♦ 在您接收了 30 個呼叫後，每個呼叫將會刪除最早接收的呼叫。

♦ 如果您拔下傳眞機的電源線或電源發生故障，所有呼叫將被清除。

請執行以下步驟以檢視顯示屏上的來電顯示清單。如有必要，您可立即撥打顯示屏上出現的號碼。

1 按 兩下。

<REVIEW CALLS>

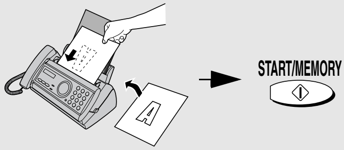
（＜檢視呼叫＞）

2 按下 或 以捲動清單。

3 如果您要撥打清單中的某個號碼，請捲動清單直到顯示屏上出現該號碼。

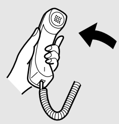
- **傳真**：如果您要傳送傳眞，請放入文件，然後按下 START/MEMORY。傳眞機將會開始撥號與傳送。

傳真：



- **撥打電話**：如果您要撥打電話，請拿起聽筒（或按下 ）。傳眞機將會自動開始撥號（如果您已按下 ，請在對方接聽時拿起聽筒）。

撥打電話：



4 在檢視完清單後，請按下 STOP。

刪除來電顯示清單中的呼叫

如果您要刪除來電者清單中的某個呼叫，請在顯示屏上出現該呼叫時按下 0。如果您要刪除清單中的所有呼叫，請在檢視清單中的任何號碼時按住 0 至少 3 秒鐘。

優先接收的呼叫

在開啓來電顯示功能後，您可設定傳眞機以在收到來自指定電話號碼的呼叫時發出特殊的響鈴聲。這樣一來，您無需查看顯示屏即可知道來電者的身份。

要使用此功能，請按照以下步驟輸入所要的電話號碼（僅可輸入一個電話號碼）。

1 按一下 FUNCTION，然後按 ▼ 兩下。

顯示屏上將會顯示：

ENTRY MODE
（輸入模式）

2 依次按一下 ► 與 ▲ 一下。

PRIORITY #
（優先號碼）

3 按一下 ►。

1=SET, 2=CLEAR
（1 = 設定，2 = 清除）

4 按下 1 以儲存號碼。

（要清除之前儲存的號碼，請按下 2，然後移至步驟 6。）

5 透過按下數字鍵來輸入號碼（最多可輸入 20 位數）。

6 按下 START/MEMORY 以儲存（或清除）號碼。

OWN NUMBER SET
（本機號碼設定）

7 按下 STOP 以返回日期與時間顯示屏。

停止接收語音來電

在開啓來電顯示功能後，您可使用本章中停止接收不要的傳真所述的限制接收傳真功能，以停止接收來自您指定的限制接收號碼之語音來電與傳真。

在這種情況下，如果收到的語音來電或傳真來自您已指定爲「垃圾號碼」的號碼，傳真機將會在透過來電顯示服務接收該呼叫號碼時，立刻中斷連接（在第二聲響鈴之前）。

要使用此功能，請按照停止接收不要的傳真所述輸入您要停止接收的號碼（請參閱第 60 頁）。您僅可停止接收一個號碼。

註：如果您使用雙音辨號功能，則此功能將無法使用。

雙音辨號（需要另行申請的服務）

如果您是使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，則您必須開啓雙音辨號功能。在開啓該功能後，傳真機會在有語音來電的情況下發出較短的鈴聲，而在有傳真時發出較長的鈴聲。如果有傳真送入，傳真機會在 2 聲響鈴後自動接聽（無論接收模式設定值爲何）並接收傳真。要開啓雙音辨號功能，請執行以下的步驟。

◆ 要獲得有關 Homefax 服務的更多資訊，請撥 1000 與香港電信局聯絡。

重要事項：

◆ 僅有 Homefax 2 與 Faxline 2 的用戶才可使用雙音辨號功能。請勿在您使用普通線路時開啓雙音辨號功能，否則傳真機將無法正常操作。

◆ 如果您開啓了雙音辨號功能，請勿將接收模式設定爲 TEL/FAX（電話/傳真）。如果您這樣做，傳真機將無法正常操作。

1	依次按一下 FUNCTION 與 ▲ 一下。	顯示屏上將會顯示： OPTION SETTING （選項設定）
2	按一下 ▶，然後按 ▲ 六下。	DUPLEX RINGING （雙音辨號）
3	按一下 ▶。	1=YES, 2=NO （1 = 是，2 = 否）
4	按下 1 以開啓該功能，或按下 2 以關閉該功能。	顯示屏上將會簡略地顯示您的選擇，然後顯示： FAX SIGNAL RX （傳真訊號接收）
5	按下 STOP 以返回日期與時間顯示屏。	

6. 特殊功能

停止接收不要的傳真

限制接收傳真功能容許您停止接收來自您所指定的傳送方之傳真。由於沒有打印不要的「垃圾」傳真，而使您可節省紙張。要使用此功能，請執行以下步驟以輸入您不想接收其傳真的傳送方之傳真號碼。您可輸入一個傳真號碼。

1 按一下 FUNCTION，然後按 ▼ 兩下。

顯示屏上將會顯示：

ENTRY MODE

（輸入模式）

2 按一下 ►，然後按 ▲ 兩下。

ANTI JUNK #

（限制接收號碼）

3 按一下 ►。

1=SET, 2=CLEAR

（1 ＝ 設定，2 ＝ 清除）

4 按下 1 以儲存限制接收號碼，或按下 2 以清除之前儲存的號碼（如果您要清除號碼，請移至步驟 6）。

5 按下數字鍵以輸入傳真號碼（最多 20 位數）。

6 按下 START/MEMORY，然後按下 STOP 以返回日期與時間顯示屏。

7. 打印清單

您可打印可顯示已輸入傳眞機的設定値與資訊之清單。這些清單將在下面予以詳細介紹。要打印清單，請執行以下步驟。

1	依次按一下 FUNCTION 與 ▼ 一下。	顯示屏上將會顯示： LISTING MODE （清單模式）
2	按一下 ►。	TEL # LIST （電話號碼表）
3	按下 ▲ 或 ▼ 直到顯示屏上出現所要的清單。	
4	按一下 ►。	PRESS START KEY （按下 START〔開始〕鍵）
5	按下 START/MEMORY 以打印清單。	

電話號碼表

此清單顯示已儲存爲自動撥號的傳眞與電話號碼。

設定清單

此清單顯示您目前選擇的 FUNCTION（功能）鍵設定値，亦顯示輸入傳眞機中的名稱與傳眞 / 電話號碼，以及打印在每張傳送頁面頂端的標題樣式（HEADER PRINT〔打印標題〕）。

```
                         SETUP LIST
                                          30-JUL-2001 11:30
        FOR:
-----------------------------------------------------------------
***ENTRY MODE***
   ANTI JUNK NUMBER
   PRIORITY CALL NO.
   SENDER'S NAME
   SENDER'S TELEPHONE NUMBER
   HEADER PRINT
30-JUL-2001 11:31                                            P.01
-----------------------------------------------------------------
***OPTION SETTING***
   NUMBER OF RINGS IN AUTO ANSWER MODE   2 RINGS
   TEL/FAX REMOTE NO.                    (5)**
   TRANSACTION PRINT SELECT              ERROR ONLY
   DIAL MODE                             TONE
   PSEUDO RINGING DURATION               15S
   QUIET DETECT TIME                     04S
   QUIET DETECT START TIMING             05S
   FAX ANSWER WHEN A.M. FAILS            NO
   DUPLEX RINGING                        NO
   FAX SIGNAL RECEIVE                    YES
   CALLER-ID                             YES
   RECEPTION RATIO                       AUTO
   PRINT CONTRAST                        NORMAL
   COPY CUT OFF                          YES
-----------------------------------------------------------------
```

來電顯示清單

此清單顯示有關您最近收到的 30 個呼叫之資訊（此清單僅在您使用來電顯示功能時才可使用）。

執行報告

傳真機在操作完成後會自動打印執行報告，以供您核對結果。傳真機在出廠時設定為僅在發生錯誤時才打印此報告。

◆ 您無法隨時打印執行報告。

執行報告標題

SENDER/RECEIVER（**寄件者 / 收件者**）	傳真作業中對方傳真機的名稱或傳真號碼。如果該傳真機不具有來電顯示功能，則顯示屏上將會出現通訊模式（例如：「G3」）。
START（**開始時間**）	開始傳送 / 接收的時間。
TX/RX TIME（**傳送 / 接收時間**）	傳送 / 接收所需的總時間。
PAGES（**頁數**）	已傳送 / 接收的頁數。
NOTE（**附註**）	（報告中的 NOTE〔**附註**〕欄下將會出現以下其中一個附註，說明該作業是否已成功執行；如果未能成功執行，則將提供失敗的原因。）

OK（**正常**）— 傳送 / 接收成功。

P.FAIL（**電源故障**）— 因電源故障而無法執行。

JAM（**夾紙**）— 因打印紙或文件夾紙而無法執行。

BUSY（**佔線**）— 因線路忙碌而無法傳送傳真。

COM.E-0 to COM.E-7（**通訊錯誤 0 至 7**）— 因電話線路錯誤而無法執行。請參閱第 67 頁的線路錯誤。

CANCEL（**取消**）— 由於按下了 STOP（**停止**）鍵、送紙器中無文件，或傳真機不具有對方傳真機所要求的傳送功能而取消該作業。如果您要嘗試傳真，請確保已將文件放入送紙器中。如果您要接收傳真，請與傳送方聯絡以瞭解對方嘗試傳送傳真的方式。

執行報告的打印條件

您可變更打印執行報告的條件。請執行以下步驟。

1 依次按一下 FUNCTION 與 ▲ 一下。

顯示屏上將會顯示：

OPTION SETTING

（選項設定）

2 按一下 ► ，然後按 ▼ 兩下。

TRANSACTION

（執行）

3 按一下 ► 。

1:ALWAYS PRINT

（1：隨時打印）

（顯示屏上將會交替出現以下選項）

4 按下從 1 至 5 的數字以選擇打印條件。

1	ALWAYS PRINT（隨時打印）	在每次傳送、接收或出現錯誤後打印報告。
2	ERROR/MEMORY（錯誤 / 記憶體）	在出現錯誤或記憶體操作後打印報告。
3	SEND ONLY（僅在傳送後）	在每次傳送後打印報告。
4	ERROR ONLY（僅在錯誤出現後）	僅在錯誤出現後才打印報告。
5	NEVER PRINT（永不打印）	永不打印報告。

顯示屏上將會簡略地顯示您的選擇，然後顯示：

DIAL MODE

（撥號模式）

5 按下 STOP 以返回日期與時間顯示屏。

7. 打印清單

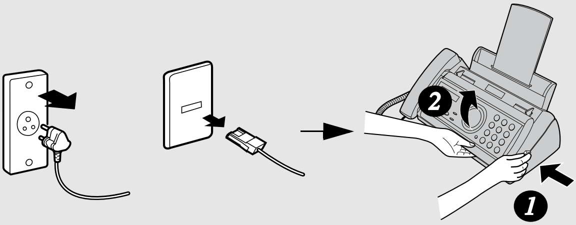
8. 維護

印字頭

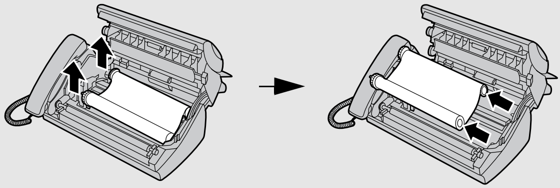
請經常清潔印字頭，以確保獲得最佳的打印效能。

註：在清潔印字頭之前，請先從供紙托架中取出紙張。

1 **依次拔下電話線與電源線，然後打開操作面板（按下 ❶）。**



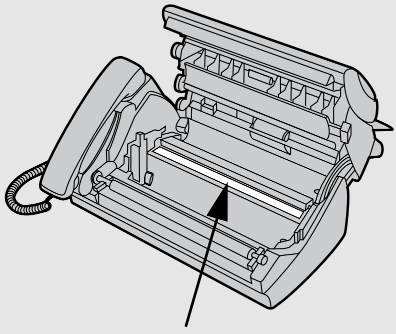
2 **從打印槽中取出膠卷，並將其放在一張紙上。**



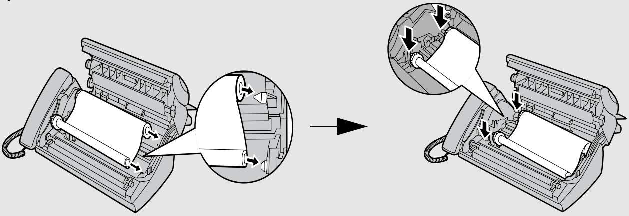
3 **用異丙醇或工業用酒精擦拭印字頭。**

注意！

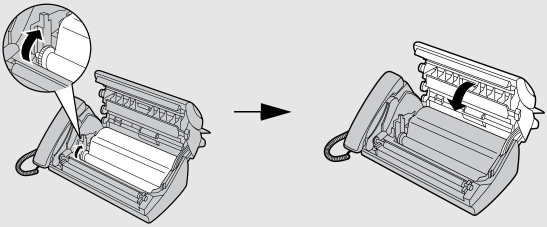
- 切勿使用苯或稀釋劑。避免以硬物觸碰印字頭。
- 如果傳真機剛剛接收大批文件，則印字頭可能會很熱。在這種情況下，請先讓印字頭冷卻，然後再進行清潔。



4 將膠卷放回打印槽中。



5 轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。

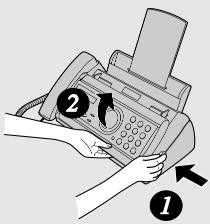


掃描鏡與滾軸

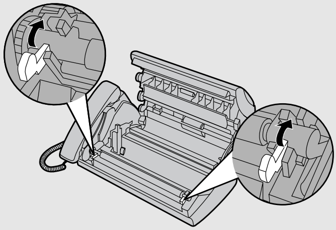
請經常清潔掃描鏡與滾軸，以確保傳送的影像與副本擁有最佳的品質。

註：在清潔掃描鏡與滾軸之前，請先從供紙托架中取出紙張。

1 打開操作面板（按下 ❶）。

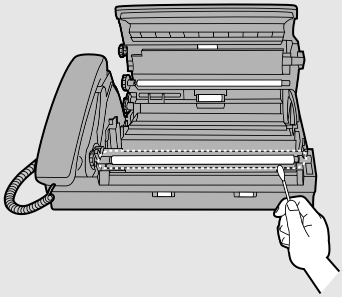


2 **扳開白色滾軸兩側的綠色桿。**



3 **用棉籤擦拭掃描鏡（位於白色滾軸的下面）與滾軸。**

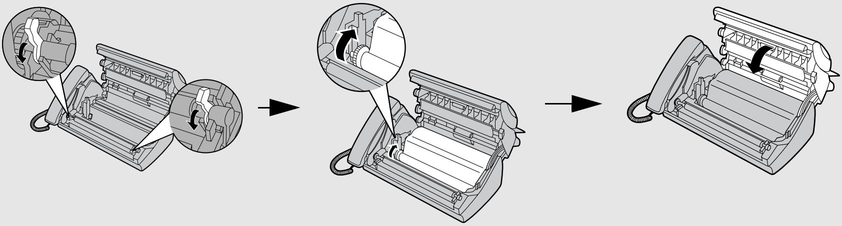
- 確保已清除所有的灰塵與污漬（例如塗改液），因爲灰塵與污漬將會在傳送的影像與副本上形成垂直線條。



如果掃描鏡難以清理

如果您發現難以清除掃描鏡上的灰塵，您可嘗試使用棉籤沾濕異丙醇或工業用酒精以清理掃描鏡。請勿讓酒精滴到滾軸上。

4 **按下白色滾軸兩側的綠色桿。轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。**



機殼

請用一塊乾布擦拭傳眞機的外部零件和表面。

注意！

切勿使用苯或稀釋劑。這些溶劑可能會使傳眞機損毀或褪色。

9. 故障排除

問題與解決方法

線路錯誤

問題	解決方法
顯示屏上出現 LINE ERROR（線路錯誤）訊息。	嘗試重新執行操作。如果錯誤仍然存在，請檢查以下事項： • 檢查連接。從 TEL.LINE（**電話線路**）插孔到牆上插座的連接線不應超過兩公尺。 • 確保數據機裝置沒有共用同一條電話線路。 • 與對方確認以確保他們的傳真機正常操作。 • 檢查電話線路是否有線路噪音。 • 嘗試將傳真機連接至另一電話線路上。 • 如果問題仍然存在，則您的傳真機可能需要維修。

撥號與傳送問題

問題	解決方法
在您拿起聽筒或按下 鍵時聽不到撥號音。	• 確保聽筒連接線已連接至正確的插孔。請參閱第 9 頁的連接聽筒。
無法撥號。	• 確保電源線已正確插入電源插座。 • 確保電話線路已正確連接至 TEL.LINE（**電話線路**）插孔與牆上插座。 • 確保已將傳真機設定爲適用於電話線路的正確撥號模式。請參閱第 10 頁的撥號模式。
電源已開啓，但無法傳送。	• 確保接收方傳真機上有紙張。 • 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。 • 如果接收方傳真機正處於手動模式且無人看管，則將無法接收。 • 查看顯示屏上是否有錯誤訊息。 • 拿起聽筒並確認是否聽到撥號音。
接收方沒有打印任何頁面。	• 確保要傳送的文件是正面朝下的放置在送紙器中。
對方收到的影像失眞。	• 電話線路上的噪音可能導致影像失眞。請嘗試重新傳送文件。 • 使用傳眞機複印該文件。如果副本也失眞，則您的傳眞機可能需要維修。

接收與複印問題

問題	解決方法
電源已開啓，但無法接收。	• 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。
在嘗試接收文件時，打印出來的是空白頁。	• 確保該文件已正確放入傳送方傳眞機的送紙器。複印一頁文件或打印一份報告，以確認您傳眞機的打印功能是否正常。
一般打印品質欠佳。	• 請務必選擇適用於傳眞機中的感熱式打印機之紙張。建議您使用表面非常光滑的雷射品質紙張。您可使用複印紙，但打印品質有時會較差。
收到的文件頁面模糊。	• 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳眞機可能需要維修。複印一頁文件或打印一份報告，以確認您傳眞機的打印功能是否正常。
收到的影像失眞。	• 電話線路上的噪音可能導致影像失眞。請對方嘗試重新傳送文件。 • 印字頭可能髒了。請參閱第 64 頁的印字頭。 • 在傳眞機上複印一頁文件或打印一份報告。如果副本或報告仍然失眞，則您的傳眞機可能需要維修。
收到的文件或打印出來的副本上有條紋。	• 確保操作面板已完全合上（按下面板的兩側）。
副本品質欠佳並 / 或出現黑色的垂直線條。	• 掃描鏡上的任何污漬或雜質，將導致副本與傳眞文件上出現黑點。請按照第 65 頁所述清潔掃描鏡。
接收 / 複印中斷。	• 如果長時間連續接收或複印文件，則印字頭可能會過熱。請關閉電源以讓其冷卻。如果印字頭經常過熱，請嘗試將打印對比度設定變更爲 LIGHT（淡）（請參閱第 16 頁）。
副本或收到的傳眞上出現黑色的垂直線條。	• 嘗試將打印對比度設定變更爲 LIGHT（淡）（請參閱第 16 頁）。

留言機的連接

問題	解決方法
留言機的連接無法正常操作。	• 確保傳真機的接收模式已設定爲 A.M.（留言機）。 • 確保傳真機的 TEL.LINE（**電話線路**）插孔已連接至牆上插座。確保傳真機的 TEL.SET（**電話設定**）插孔已連接至留言機的電話線路插孔（而非留言機的分機插孔）。 • 確保留言機的外出留言訊息不超過 10 秒。 • 確保靜默探測時間設定值已設定爲三或四秒（請參閱第 50 頁）。

一般問題

問題	解決方法
在使用喇叭時出現極大聲的雜訊。	• 如果您在喇叭處於開啓狀態時將聽筒放回原處，則可能會出現回音（極大聲的雜訊）。要避免回音，請在將聽筒放回原處之前關閉喇叭（按下 ）。
無法在傳眞機中儲存自動撥號號碼。	• 確保已插入傳眞機的電源插頭並已裝入膠卷（如果尚未裝入膠卷，則無法儲存自動撥號號碼）。請參閱第 13 頁的裝入膠卷。
顯示屏上沒有顯示任何訊息。	• 確保電源線已正確插入電源插座。 • 將其他電器裝置連接至該電源插座，以查看插座是否有電源。
在您按下任何按鍵後，傳眞機沒有反應。	• 如果在您按下按鍵時，傳眞機沒有發出嗶聲，請拔下電源線並在數秒鐘後再將其插入。
傳送或複印時無法自動送紙。	• 檢查文件的尺寸與重量（請參閱第 24 頁的可傳送的文件）。

訊息與訊號

顯示屏訊息

註：如果您已開啓來電識別功能，請參閱第 55 頁以獲得與來電識別相關的顯示屏訊息。

ADD PAPER & /PRESS START KEY（添加紙張並 / 按下 START〔開始〕鍵）（交替出現的訊息）	請檢查打印紙。如果托架是空的，請添加紙張，然後按下 START/MEMORY（**開始 / 記憶體**）鍵。如果托架中有紙張，請確保紙張已正確放入（取出紙疊，將其邊緣對齊，然後重新放入托架中），然後按下 START/MEMORY（**開始 / 記憶體**）鍵。
CHECK FILM/CHECK COVER/ CHECK PAPER JAM（檢查膠卷 / 檢查槽蓋 / 檢查夾紙）（交替出現的訊息）	如果打印槽發生故障而無法打印，顯示屏上會交替出現這些訊息。查看膠卷是否正確裝入或已用完且需要更換。確保操作面板已完全合上（按下操作面板的兩側）。如果出現夾紙，請按照下節的清除夾紙所述清除夾紙。
CHECK PAPER SIZE（檢查紙張大小）	供紙托架中放入了不正確的紙張大小。請取出該紙張並放入 A4 大小的紙張。
DOCUMENT JAMMED（文件被夾住）	正本文件發生夾紙狀況。請參閱下節的清除夾紙（第 76 頁）。如果您一次放入的文件超過 10 頁或放入的文件過厚，均會發生文件夾紙狀況（請參閱第 24 頁）。
FAX RX IN MEMORY（傳眞已接收至記憶體中）	傳眞已接收至記憶體中，因爲需要更換膠卷、打印紙用完或發生夾紙狀況。在解決這些問題後，傳眞將自動打印出來。
FUNCTION MODE（功能模式）	已按下 FUNCTION（**功能**）鍵。
LINE ERROR（線路錯誤）	傳送或接收失敗。按下 STOP（**停止**）鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱第 67 頁的線路錯誤。

MEMORY IS FULL/SEE MANUAL（記憶體已滿／請參閱操作手册）（交替出現的訊息）	記憶體已滿。如果已接收的資料過多而傳真機又無法及時將其打印出來，則在接收傳真時可能會出現此訊息。如果傳真機無法打印傳真（一則附加訊息會指出該問題）而將傳真接收至記憶體中時，請解決此問題以繼續打印（請參閱第 45 頁的替代接收至記憶體）。如果您嘗試透過記憶體進行傳送，請參閱第 36 頁的如果記憶體已滿。如果您正在複印，請參閱第 46 頁的如果顯示屏上出現 MEMORY IS FULL（記憶體已滿）訊息。
MEMORY PRINTING（記憶體打印）	傳真機正準備或正透過記憶體打印文件。
NO DATA（無資料）	如果您在尚未儲存任何自動撥號號碼的情況下嘗試搜尋這些號碼，則顯示屏上會出現此訊息。
OFF HOOK（聽筒未掛上）	如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則顯示屏上會出現此訊息。請將聽筒放回原處或按下 STOP（停止）鍵以清除此訊息。
ON HOOK DIAL （等待撥號）	您已按下 鍵，傳真機正等待您的撥號。
OVER HEAT（過熱）	印字頭過熱。在它冷卻後即可繼續進行操作。如果印字頭經常過熱，請嘗試將打印對比度設定値變更為 LIGHT（淡）（請參閱第 16 頁）。
PRINT HEAD FAIL/YOU NEED SERVICE（印字頭故障／您需要進行維修）（交替出現的訊息）	印字頭發生故障，需要進行維修。
READY TO SEND（傳送就緒）	已放入文件，傳真機正等待您開始傳真或複印。
RECALLING（正在重複撥號）	如果您在線路忙碌時或接收方傳真機無人接聽的情況下嘗試透過自動撥號傳送傳真，則顯示屏上會出現此訊息。傳真機將自動重新嘗試呼叫（請參閱第 34 頁的自動重複撥號）。
TOTAL PAGE(S) 01（總頁數 01）	已傳送、接收或複印的頁數。

聲頻訊號

連續音頻	3 秒	表示傳送、接收或複印結束。
間歇音頻 （3 次嗶聲）	5 秒 （響 1 秒，停 1 秒）	表示傳送、接收或複印不完整。
快速的間歇音頻	35 秒 （響 0.7 秒，停 0.3 秒）	表示聽筒未掛上。

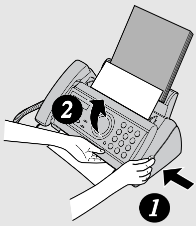
清除夾紙

清除夾住的文件

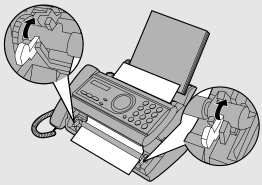
如果正本文件在傳送或複印時沒有正確送入，或顯示屏上出現 DOCUMENT JAMMED（文件被夾住）訊息，請先嘗試按下 START/MEMORY。如果文件無法退出，請按照以下所述取出文件。

重要事項：
如果未按照以下所述鬆開被夾住的文件，請勿嘗試將其取出，否則可能會損毀送紙器機件。

1 **按下 ❶，然後慢慢打開操作面板，直到操作面板已打開一半。**

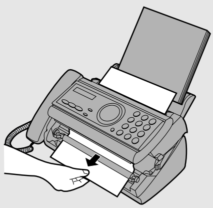


2 **扳開白色滾軸兩側的綠色桿。**

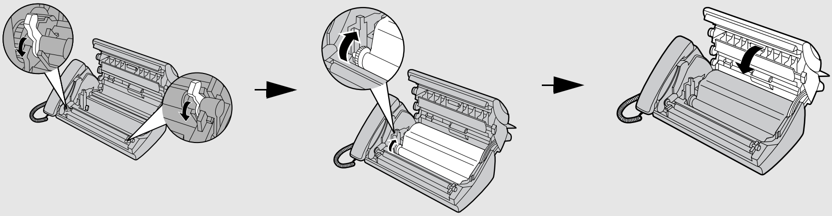


3 **輕輕地取出文件。**

- 請小心以免撕破文件。

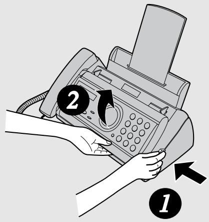


4 按下白色滾軸兩側的綠色桿。轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。

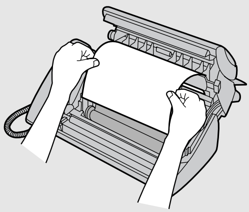


清除被夾住的打印紙

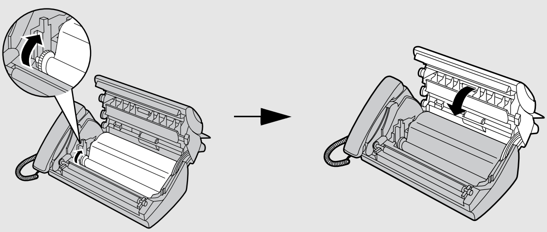
1 打開操作面板（按下 ❶）。



2 從傳真機中輕輕地拉出夾紙，並確保打印槽內或滾軸上沒有撕碎的紙片。



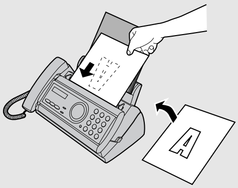
3 轉動前齒輪，直到膠卷拉緊，然後合上操作面板（按下操作面板的兩側以確保其卡入定位）。



快速參考指南

傳送傳真

將文件（最多 10 頁）正面朝下放入文件送紙器。



普通撥號

1.拿起聽筒或按下 (SPEAKER)。

2.撥打傳真號碼。

3.等待接收訊號（如果有人接聽，請對方按下其傳真機上的開始鍵）。

4.按下 START/MEMORY。

自動撥號

1.按下 (►) 或 (◄) 直到顯示屏上出現對方的名稱（如果沒有儲存任何名稱，則顯示屏上將會出現號碼）。

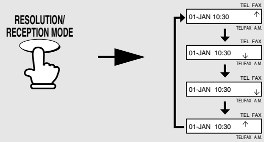
2.按下 START/MEMORY。

直接按鍵撥號

1.撥打傳真號碼。

2.按下 START/MEMORY。

接收傳真



FAX（傳真）模式：傳眞機會自動接聽與接收傳眞。

TEL（電話）模式：拿起聽筒以接聽所有來電（甚至傳眞）。要開始接收傳眞，請按下 START/MEMORY。

TEL/FAX（電話 / 傳真）模式：傳眞機會自動接聽與接收傳眞。傳眞機會發出特殊的鈴聲以表示此呼叫爲語音來電。

A.M.（留言機）模式：在留言機已連接至傳眞機且已開啓時選擇此模式。

儲存自動撥號號碼

1.按一下 FUNCTION，然後按 (►) 兩下。

2.輸入完整的傳眞 / 電話號碼。

3.按下 START/MEMORY。

4.按下數字鍵以輸入名稱（要連續輸入需要同一按鍵的兩個英文字母，請在輸入首字母後按下 (►)）。

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5.依次按下 START/MEMORY 與 STOP。

索引

十三劃

十四劃

十五劃

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十七劃

十八劃

二十一劃

二十二劃

二十三劃

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